

## JOB DESCRIPTION

<b>Job Title:</b>	CBT Practitioner
<b>Job Reference:</b>	LIB790
<b>Campus:</b>	Hendon
<b>Service:</b>	Library and Student Support
<b>Grade:</b>	Grade 7
<b>Salary Range:</b>	£37,530- £43,111 per annum including outer London weighting, pro-rata for part-time posts
<b>Period:</b>	Until end of September 2019
<b>FTE:</b>	0.6 FTE
<b>Reports to:</b>	Student Counselling and Mental Health Manager
<b>Reports to Job Holder:</b>	Associate Training Counsellors (Voluntary)

Library & Student Support (LSS) provides a wide range of support services to students including Library & IT Support, Student Information & Advice, Wellbeing Services, Learning Enhancement Team, Pre-sessional Programmes and the Museum of Domestic Architecture.

The Counselling and Mental Health (CMH) team are located within Student Support and Wellbeing Services :

The CMH Team provides individual support frameworks for students presenting with mental health issues and provides practical advice and guidance to School and Service colleagues on identifying and making appropriate referrals for students with mental health concerns. Students experiencing crises or longer-term difficulties affecting their life in general or University life are supported. The CMH Team also provide a wide range of group workshops.

### **Overall Purpose:**

To provide effective and integrated Cognitive Behavioural Therapy to students of the University, by:

- Undertaking clinical assessments, CBT and other related forms of assistance to students
- Providing consultations for staff of the University, parents, funding-bodies and other external agencies
- Delivering training, guidance and support to staff of the University on matters concerning student mental and emotional wellbeing.
- Contributing to service development and the improvement of policies and practices within the University
- Devising and delivering psychoeducational group programmes

## **Principal Duties:**

1. Provide expert short-term /psychological therapy (CBT) to students presenting to the service, both individually and in groups;
2. Provide professional clinical assessments and make appropriate decisions regarding the potential course of action for students;
3. Provide support and guidance to students attending drop-in sessions;.
4. Take a lead role in devising and delivering psychoeducational group programmes;
5. Deliver training in the areas of mental health and wellbeing for University staff and students and create and deliver presentations and workshops to a range of audiences across the University at departmental training days or similar University events to raise awareness of the service and appropriate referral mechanisms;
6. In collaboration with the Student Counselling and Mental Health Manager and other colleagues, contribute to the development of university strategies, policies and practices, which ensure a healthier learning and working environment for students and staff;
7. Be responsible for providing an informed opinion and/or verifying students' extenuating circumstances to academic colleagues in accordance with the University and service Code of Confidentiality and Management of Personal Information;
8. Work in liaison with other colleagues involved in the pastoral care and mental health provision at the University;
9. Review and evaluate client work through clinical and management supervision in order to ensure competence, fitness to practice and to comply with professional standards;
10. Take responsibility for specific areas of service development and delivery in consultation with the Student Counselling and Mental Health Manager;
11. Work within the ethical framework of BPS/BACP/BABCP and follow AUCC guidelines for good practice. Additionally, to adhere to specific ethical frameworks according to professional registration;
12. Pursue continued professional development opportunities and actively participate in professional associations in order to maintain accreditation and also ensure increased knowledge base, self-awareness and enhanced skills;
13. Maintain appropriate electronic and written records on clients, including session notes and records of contact with other relevant parties;
14. Attend Counselling and Mental Health team meetings to discuss policy, share information, review clinical casework, provide mutual support, and contribute to the ongoing review, evaluation and development of the Counselling and Mental Health service;

15. Routinely monitor and review casework to ensure compliance with professional ethics and standards, and to take responsibility for deciding when to invoke peer or management supervision in order to address difficult ethical dilemmas or exceptionally complex cases;
16. Organise and prioritise caseload, taking into account students' needs and any urgent action required;
17. Organise and prioritise availability for student appointments, drop-in sessions and workshops, ensuring an appropriate service level is maintained at all times;
18. Understand the University's obligations and responsibilities under the Equality Act 2010 and to act in accordance with the Act when a client discloses a protected characteristic, liaising with the Disability and Dyslexia Service when a disability is disclosed;
19. Offer advice and guidance to prospective students and potential applicants at University open days, or similar University events to ensure that student concerns do not unnecessarily inhibit decisions to enrol at Middlesex University or impede widening access and participation;
20. Contribute to the writing and production of a range of publications and guidance for students and staff, including material for print and online channels, to ensure the availability of relevant and accessible information on a range of student wellbeing issues;
21. Collaborate with colleagues across the Service and University on projects as agreed with the Head and/or Deputy Head of Student Support and Wellbeing;
22. Contribute to discussions relating to student feedback, including NSS, to analyse the feedback and make recommendations on service improvements;
23. Forge and maintain excellent working relationships with colleagues across the University to ensure effective negotiation on behalf of individual students where appropriate, and influence University policy and decision making where matters of student wellbeing are at stake;
24. Work collaboratively within the CMH team and play a proactive role in the development of the service, contributing to the formulation and revision of policies, procedures and operational matters, to ensure high service standards at all times;
25. For post holders who are suitably trained there may be an opportunity to support the training and professional development of the Associate Training Counsellors/ Psychological Therapists/PsychD trainees, offering supervision for those on placement in the service as agreed.

## PERSON SPECIFICATION

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The successful candidate should be able to clearly demonstrate the following key skills, knowledge and behaviours necessary for the role:

### Knowledge/Qualifications

Essential:

- A degree or equivalent professional qualification
- Doctorate in Clinical / Counselling Psychology or CBT Practitioner
- Three years PsychD/450 hours of clinical therapeutic experience within an agency context or part of a defined network
- A specialism in Cognitive Behavioural Therapy (CBT) / Diploma in CBT / High intensity CBT
- Chartered Member of the BPS as a Psychologist or accredited by the BABCP as a provisionally or fully accredited CBT practitioner, or able to achieve provisional practitioner accreditation with the BABCP within six months of starting post.
- Health and Care Professions Council (HCPC) registration

Desirable:

Training and qualification in clinical supervision or willingness to undertake relevant training

### Skills

Essential:

- Demonstrable skills and experience in relation to conducting clinical assessments, including the management of risk;
- Understanding of the issues affecting adults engaged in Further and/or Higher education, and their relationship to student mental health and wellbeing;
- Well-developed aptitude for self-awareness and demonstrable self-reflexive practice enabling the ability to work calmly under pressure;
- A good understanding of the emotional and developmental aspects of learning;
- Excellent oral and written communication skills;
- Fully IT literate (e.g. electronic databases/file systems; interrogating and reporting on data; email and other electronic communication; social media);
- Ability to work on own initiative and manage the competing demands of a varied workload;
- Interpersonal skills to work collaboratively within a team, and across a range of academic and professional staff.

Desirable:

- Experience of devising and delivering presentations and training for a wide range of audiences;
- Group therapy conductor skills;
- Crisis management skills such as: the ability to manage the challenges of emergency/unplanned contact with students who use the service, the ability to make clinical decisions under pressure; skills in co-creating safety plans (suicide prevention)

with students;

- Clinical supervision skills for work with trainee and/or honorary psychological therapists on placement (with line-management remaining with the Student Counselling and Mental Health Manager).

#### Experience

##### Essential:

- Experience of devising and delivering psycho-educational group interventions;
- Extensive experience of delivering time-limited therapeutic interventions, with clients in clinical settings, particularly with regards to Cognitive Behavioural Therapy;
- Experience of working effectively in busy multi-disciplinary team environments;
- Experience of intra-agency/inter-agency liaison, collaborative working, negotiation, and making referrals to external agencies;
- Awareness of issues of individual and group difference, use of power, and power-relationship, plus experience of working positively with students from diverse backgrounds to deliver effective interventions.

##### Desirable:

- Experience of counselling students in higher education;
- Experience of supervising staff and/or leading on projects;
- Experience of delivering telephone and/or online counselling.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires an Enhanced Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

**Hours:** 21.3 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work may be required

**Leave:** 30 days annual leave plus six extra University days and all Bank Holidays (pro-rata).

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties / location of this post and the role of the post-holder may be changed after consultation.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations

### **What Happens Next?**

If you wish to discuss the job in further detail please contact Kate Woodrow on 020 8411 4562 . If selected for interview, you will hear directly from someone in the Service, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.