**JOB DESCRIPTION**

**Job Title:** CBT Therapist (IAPT)

**Accountable to:** Head of Therapy and Advocacy Services

**Responsible to:** Therapy Services Manager

**Reporting to:** Therapy Services Team Leader

**Salary:** £24,954per annumpro rata

**Working hours:** 17.5 hours per week, covering four half days and one morning (work pattern will include a Tuesday morning).

**Location:** Across locations in North, South and Central Manchester, covering Gaddum’s IAPT service

**Job Summary**

CBT therapist working within Gaddum’s IAPT (Improving Access to Psychological Therapies) service, working primarily with clients at step 3 presenting with common mental health issues (but may include occasional step 2 work).

Provision of CBT sessions, and assessments, to clients referred into Gaddum’s IAPT service, working to a fixed term model with clients experiencing severe common mental health difficulties, working flexibly across our delivery sites.

**Job Purpose**

* To provide fixed-term CBT interventions to clients who are accessing Gaddum’s IAPT service.
* To support delivery of the IAPT service, operationally and clinically, including assessment work, referrals onto other services, and future developments in the line of group work.
* To work to the IAPT model of delivery, and contribute to the sustained success and future development of the service.
* Making use of routine outcomes measures tools, both in line with service delivery and own practice, aiding to reach service objectives, targets and KPIs.
* To deliver interventions as a part of primary care, and (where based in a GP surgery) develop good working relationships with surgery staff, adhering to surgery procedures.
* Maintaining client records in accordance to set processes, utilising the relevant IT software, and paper-based tools.
* Additional responsibility for supporting therapy trainees who are placed within relevant delivery sites, with an expectation to support with their induction and training.
* Responsible for developing and maintaining close working relationships with other Gaddum Centre staff and services.
* Participation in panel meetings, individual supervision (clinical and managerial), and any other Gaddum wide or service specific events.
* To ensure the continued development of own clinical practice, including training in line with delivery of interventions, and the maintenance of relevant memberships and supervision requirements
* To ensure maintained working knowledge of relevant legislation related to national and local

**Qualifications and Experience**

CBT therapists must as a minimum possess a CBT qualification at post-graduate level. Therapists must be members of the BABCP (or eligible for membership), with preference being given to those who have full accreditation with the BABCP.

It is essential that therapists have experience of delivering CBT interventions to clients with common mental health conditions. Experience of working to a fixed-term model in a primary care setting is preferential.

It is essential that therapists maintain professional body memberships throughout their duration of employment with Gaddum, and that they adhere to the ethical codes outlined by their professional body (including clinical supervision arrangements).

**Main Duties and Responsibilities**

**Service Delivery**

* Provide fixed term CBT interventions to clients accessing Gaddum’s IAPT service
* Carry out assessments, as well as any other client work, which forms a part of overall service delivery (for example, group work)
* Ensure routine outcomes measures tools, as well as any other paperwork which forms a part of IAPT or NHS compliance, is completed.
* Work flexibly across all of Gaddum’s IAPT delivery sites in North, South and Central Manchester
* Manage personal caseload, including the maintenance of client records.
* Attend managerial supervision meetings, monthly panel meetings, and any other meetings in line with service delivery.
* Attend individual performance reviews and identify areas for improvement, taking an active role in enhancing clinical and operational practice.
* Follow policies and procedures local to IAPT and Therapy Services which pertain to wider service delivery, as well as individual client work.
* Contribute to meeting service targets and KPIs, and overall service delivery and development.
* Develop and maintain good working relationships with staff across Gaddum, working collaboratively to service targets.
* Assist in the support and mentoring of therapy trainees placed at the surgery including help with their induction.
* Ensure maintained working knowledge of national and local legislation as pertaining to service delivery, mental health and safeguarding.

**Clinical Practice, training and development**

* Adhere to ethical code of practice of professional ethics body, maintain registrations associated with this, and adhere to guidelines around clinical supervision and safe clinical practice.
* Ensure to take an active role in own professional development, seeking out CPD opportunities in line with clinical practice
* Use relevant training opportunities to enhance own clinical practice
* Ensure maintained working knowledge of IAPT developments, and the delivery of fixed term CBT interventions

**Organisational Responsibilities**

* Work to Gaddum Centre policies and procedures, specifically Health and Safety, Safeguarding, Equality and Diversity, Confidentiality and Data Protection.
* Demonstrate an understanding of and a commitment to anti-discriminatory and anti-oppressive practice.
* Other duties on behalf of the Gaddum Centre may be mutually agreed.

**Additional Duties and Responsibilities:**

* Promote the work of Gaddum Centre and safeguard its good name and reputation at every opportunity.
* Encourage clients to be aware of the full extent of Gaddum Centre’s services.
* Promote Gaddum Centre events and activities.
* Undertake relevant training, as agreed.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently this job description may be revised in line with service developments.