

## Job Profile

### Assistant Psychologist

**Job type:** Permanent employed

**Working pattern:** 3-5 days per week, offices are open from 9am-5pm on Monday to Friday.

**Salary:** Negotiable depending on experience.

**Band:** We do not band roles at Gateway Psychology, but this role is equivalent to NHS AfC Band 4 depending on experience.

**Specialism:** Children, young people and families.

**Reporting to:** Clinical Director or designate.

**Location:** Gateway Psychology, 7-9 The Boulevard, Tunstall, Stoke-on-Trent, ST6 6BD. Some travel will be required depending on client and business requirements.

**Start date:** ASAP, 1 August 2020 at the latest

**COVID notice:** Please be advised that interviews will take place virtually, as the Gateway Psychology team are all working from home at the moment. The role may need to be started from home, depending on the government guidelines at the start date.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of their race, sex, disabilities, and religions/beliefs, sexual orientation or age.

#### Overall Role:

- Undertake certain psychological assessments or observations under supervision
- Scoring of psychological assessments
- Assist clinicians and staff in cases, reports, training material preparation, visual aids, therapy groups and general administration under supervision
- Undertake research into various topics to aid clinicians and Clinical Director
- Assist in maintaining and auditing client case files
- Assists in the overall day-to-day running of the company under the guidance of the Clinical Director
- Holder of a current Enhanced DBS clearance, or will be able to obtain such prior to engagement.

#### Qualification:

- Qualified to Honours level in Psychology
- Upper second class or higher achievement is highly desirable
- Working towards acceptance on DClinPsy training and career in clinical psychology in the future.

**Professional registrations required:** Eligible for graduate membership with the BPS.

**Banding:** While Gateway Psychology does not band jobs, this position is equivalent to NHS AfC Band 4 role.

**Experience:** Some experience of working with children, young people and families would be desirable. Post qualification work experience would also be beneficial.

**Role requirements:**

Factor	Requirements
Communication and Relationships	<ul style="list-style-type: none"> <li>• Receives and processes complex, sensitive or contentious information.</li> <li>• Able to cope with hostile, antagonistic or highly emotive atmospheres that may be encountered.</li> <li>• Excellent English language skills, both written and verbal, are essential.</li> </ul>
Knowledge, Training and Experience	<ul style="list-style-type: none"> <li>• Has a good level of theoretical and practical psychological knowledge within the area of expertise.</li> <li>• Has a good level of professional knowledge through academic studies, at an Honours degree level in Psychology. (e.g. BA / BSc or Masters levels).</li> <li>• Has a good level of expertise in Microsoft Office®, email systems, basic statistics etc.</li> <li>• Able to learn new systems and processes quickly (e.g. psychometric scoring).</li> <li>• 1-3 years of work experience post-graduation is desirable.</li> </ul>
Analytical and Judgemental Skills	<ul style="list-style-type: none"> <li>• Able to operate in complex situations and compare/choose from options within area of expertise.</li> <li>• Has a good level of analytical ability, good attention to detail and a good grasp of numeracy.</li> </ul>
Planning and Organisational Skills	<ul style="list-style-type: none"> <li>• Plans and organises own activities, potentially covering a range of requirements.</li> <li>• Plans and prioritises own job/case workload, co-ordinates with other staff as required.</li> <li>• Contribute to planning and organising events or meetings etc. together with other staff.</li> </ul>
Physical Skills, Abilities and Requirements	<ul style="list-style-type: none"> <li>• Combination of sitting, standing, walking/frequent sitting or standing in a restricted position.</li> <li>• Light physical effort for several short periods, sitting in constrained position for extended periods.</li> <li>• Able to negotiate stairs, visit schools, client homes, contact centres etc. that do not have disabled access.</li> <li>• Able to use computer keyboards/touch screens/computer screens, reading of various written materials and handwriting.</li> <li>• Driving skills - holds current clean UK driving license.</li> <li>• English speaking as primary language.</li> </ul>

Responsibility for Client Care	<ul style="list-style-type: none"> <li>Involved and contribute to client care, assessment or interventions within area of expertise and under supervision.</li> </ul>
Responsibility for Policy or Service Development	<ul style="list-style-type: none"> <li>Contributes to policy and service development and propose changes to practices, procedures or service changes.</li> </ul>
Responsibility for Financial and Physical Resources	<ul style="list-style-type: none"> <li>Maintains a duty of care in relation to equipment, resources and facilities.</li> <li>Assists in the efficient and productive use of resources.</li> <li>Contributes to cost-saving ideas and initiatives.</li> </ul>
Responsibility for Human Resources	<ul style="list-style-type: none"> <li>Able to interface with other staff and teams as required.</li> </ul>
Responsibility for Information Resources	<ul style="list-style-type: none"> <li>Responsibility to update and maintain company records as required.</li> <li>Updates, maintains and monitors client records to the required standards (including outcome measures and psychometric results)</li> <li>Maintains high level of data protection and client confidentiality.</li> </ul>
Research & Development	<ul style="list-style-type: none"> <li>Responsibility to undertake research activities and literature searches as required in area of expertise.</li> <li>Develops or modifies resources, training materials, tip sheets, forms, records etc. as required</li> </ul>
Freedom to Act	<ul style="list-style-type: none"> <li>Accountable for own actions, decisions and plans within area of expertise and able to work independently.</li> <li>Works within professional ethics, guidelines &amp; company policies.</li> <li>Works under supervision of Clinical Director or designate</li> </ul>
Emotional Resilience	<ul style="list-style-type: none"> <li>Able to cope in an environment that handles distressing or emotional client circumstances. (e.g. cases involving family breakdown, mental illness, child sexual abuse etc.)</li> <li>Working conditions may comprise occasional unpleasant conditions, some exposure to hazards such as verbal aggression, some risk of physical aggression.</li> <li>Able to cope with stressful and changeable situations e.g. client/carer circumstances, meeting stringent timing &amp; deadlines.</li> </ul>

Please download an application form from [gateway-psychology.co.uk/contact/work-for-us/assistant-psychologist-vacancy](http://gateway-psychology.co.uk/contact/work-for-us/assistant-psychologist-vacancy). Please return your application form with your CV to [contact@gateway-psychology.co.uk](mailto:contact@gateway-psychology.co.uk) or by post to Gateway Psychology, 7-9 The Boulevard, Tunstall, Stoke-on-Trent, ST6 6BD.

**Applications close at 00:00 on 3 July 2020**

We reserve the right to close applications early if enough applications are received before the deadline.