



Assistant Psychologist

Job Description

Job Title: Assistant Psychologist

Organisation: Sinclair-Strong Consultants Ltd

Salary Range: £21,892 – £24,157

Reports To: Registered Psychologist

Accountable to: Consultant Clinical Psychologist

Job overview

We have a dynamic and exciting opportunity for an experienced assistant psychologist to join our small and expanding adult autism assessment service.

Main duties of the job

Under the supervision of experienced psychologists, we are seeking a positive, hardworking, organised, and reliable assistant psychologist, who is capable of preparing excellent clinical reports and carrying out direct clinical work. There will also be opportunities to strengthen your audit and service evaluation skills, and you will be provided with regular supervision and CPD opportunities. You will have the opportunity to work flexibly from home and in a clinic setting. We use a combination of remote and face to face appointments.

About us

The ASD assessment team are commissioned by the NHS to deliver ASD assessments to adults presenting with complex mental health and co-morbid difficulties in Kent and Medway. Our team is one of many teams within Sinclair-Strong Consultants Ltd, a well-regarded independent psychology and health service provider based in Kent. We work across community and secure services with individuals and organisations in Kent and the South East in intellectual disability, autism, adult mental health, and trauma/personal injury sectors. Our team currently comprises Clinical, Counselling and Forensic Psychologists at different levels, and several assistant psychologists. Current and previous Assistant Psychologists have progressed onto Masters and Doctoral programs.

Person specification

We are looking for candidates with at least one previous Assistant Psychology post to support and enhance the operation of the service. Under the supervision of a qualified psychologist, you will contribute to the completion of diagnostic assessments and provide clinical administration (e.g. diagnostic reports, screening assessments, audit and service evaluation).

Essential

Previous paid experience as an assistant psychologist



Psychology degree at 2:1 or 1st class level

Experience of team working

Desirable

ASD and/or ADHD experience

Evidence of clinical report writing

Detailed Job Description and Person Specification

ROLE SUMMARY

To support and enhance the professional psychological diagnosis of patients within the Autism Diagnosis Service in Kent and Medway, providing psychological assessment and clinical administration under the supervision of a qualified clinical psychologist, working independently according to a plan agreed with a qualified clinical psychologist and within the overall framework of the teams' policies and procedures.

To assist in clinically related administration, teaching and project work. To collect, input and analyse routine data and to report this to clinical teams, managers and others.

DUTIES AND RESPONSIBILITIES

General

To carry out protocol based psychological assessments of patients, referred for Autism diagnosis including self-report measures, direct and indirect structured observations and semi-structured interviews with clients and others involved in their care, under the supervision of a qualified clinical psychologist.

To assist in the formulation of client's difficulties as part of their diagnostic assessments and prepare clinical reports.

Teaching, Training and Supervision

In common with all psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.

Management, Recruitment and Supervision

To assist in the design and implementation of service development projects within the team as required.

Research and Service Evaluation

To undertake data collection, analysis, the production of reports and summaries, and maintain the highest of standards of research governance, ethical practice and data protection.



Undertake surveys and audits.

ICT Responsibilities

To use information technology and computers in day-to-day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail communication, electronic care record systems, clinical information sharing, multi-media presentation and teaching.

General

To maintain the highest of standards of record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and SSC policies and procedures.

To prepare test materials as required.

To undertake specific administrative duties as required.

To perform other duties of similar kind appropriate to the grade, which may be required from time to time by their professional manager.

Health and Safety:

You are expected to contribute to the maintenance of a safe and secure environment. This includes taking the appropriate action in the event of an emergency.

A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that:

- You comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk.
- Everything possible must be done to protect clients and others from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

Experience and Knowledge:

1. Psychology degree at 2:1 or 1st class level
2. Experience of team working
3. Knowledge of Autism Spectrum Disorder and how it presents in adults
4. Knowledge of how to present information effectively and appropriately.
5. Knowledge of methods of collecting and analysing data.
6. Knowledge of establishing, implementing and evaluating intervention programmes.

Skills and Abilities:



7. Ability to attend work punctually and reliably at times dictated by the requirements of the role.
8. Ability to organise and prioritise duties and activities within the range of work allocated.
9. Ability to work effectively as part of a team.
10. Ability to work using own initiative.
11. Ability to communicate effectively.
12. Ability to form & promote positive relationships with clients in general and clients with a learning disability and /or forensic history especially.
13. Ability to remain calm under pressure and provocation.
14. Ability to work proactively and manage competing demands.
15. Ability to demonstrate good literacy and report-writing skills.

Desirable:

ASD and/or ADHD experience

Evidence of clinical report writing