



JOB DESCRIPTION

Job Title:	Guided Self Help CBT Low Intensity Worker (funding secured until 1 st July 2011) Being Well in Bexley (IAPT)
Grade:	NJC Scale point 29
Salary:	£26,140 inc OLW
Pension:	Access to stake holder pension
Hours:	Full time, 36 hours including some week end and out of hours working.
Holidays:	25 days per annum, plus public holidays
Based at:	IAPT Hub Mind in Bexley Bexleyheath
Responsible to:	Director Mind in Bexley
Accountable to:	Board of Trustees

Overview of IAPT in Bexley

Bexley plans to implement an IAPT service in 2 stages. The first stage is bringing together the existing Step 2 (self help CBT) service and the primary counselling services and new funding will both establish a Hub for the new IAPT service and provide some additional staffing for it, this Hub will be the location for all Step 2 delivery, and for Holistic client assessment including employment support. Stage 2 is the planned expansion of the service into a compliant IAPT site which will include self referral.

Purpose of job:

To offer interventions for people experiencing depression, anxiety, PTSD, OCD and BDD who come under step 2 of NICE Guidelines,

The overall outcome of the guided self-help CBT element of IAPT is to provide a high quality standard of care and to enable clients to access the service without reasonable delays. The service aims to decrease dependency on, and minimise referrals to, secondary mental health services. The scheme also aims, via its holistic service model, to empower and provide those referred to the scheme with long-term life skills which will reduce isolation and enhance independence and well being. Clients who access the service will also be able to access other Mind in Bexley self help and user run initiatives as well as other networked agencies which can only improve wellbeing and assist with integration and the full participation of patients in the wider society.

To prevent inappropriate referrals to secondary services due to the unique nature of the IAPT partnership which links step 2, step 3 CBT, counsellors, GP's and holistic and employment support into a seamless service.

To provide a service convenient for patients as it will primarily fit around their individual requirements and allow them to set their own schedule. In addition, it will be economical for patients as it requires less attendance at appointments

To provide a service out of hours for those in full time employment.

Scope of the job:

The CBT worker will

- help to provide a service based on steps 2 of the NICE depression model of care using guided self help CBT in 1:1 individual intervention sessions and CBT based Group Work including:-
 - Bibliotherapy (self-help workbooks)
 - Computerised CBT – website 'lifelife-to-the-full.com' etc.
 - Group work (CBT based)
 - Group psycho education workshops
- provide all administration, monitoring, statistical and anecdotal analysis and the production of detailed and comprehensive reports as required by the step 2 CBT coordinator.
- Ensure each client has had direct access to the holistic support element of the service for seamless referral into the whole range of Additional Support Services.
- Have the experience and competencies to develop and deliver a robust outcome focused service and to efficiently deliver timely, robust, focused, appropriate, support packages to clients.
- Work very closely with the Step 2 CBT coordinator and play an active part in recommendations for improvements, expansions and developments of the service

Main Responsibilities.

Service.

The overall pan borough service will provide a clinical and social support package for clients experiencing mental health difficulties and for whom interventions of up to and including step 3 are appropriate. The service will work towards meeting all the specifications of an IAPT site.

- To deliver the CBT programme at the times and locations as agreed with the Step 2 CBT coordinator
- To remain within time boundaries so that the greatest number of service users can access the service.
- To be responsible for the safety of equipment transported between sites in accordance with Mind in Bexley's Policies and Procedures.
- To assist the Director and CBT coordinator in seeking research funding for this service.

Holistic Delivery.

One of the aims of the IAPT programme is to help individuals return to or maintain their employment. This service will be run on a holistic person centred ethos and on the recovery model. This means that employment and all other factors that impinge on people's mental health and well being will be acknowledged. The service will be

located in the IAPT hub in order to provide seamless access to the additional support services. The post holder will be responsible for helping to deliver the step 2 aspect of the intervention package for clients of the IAPT service. The post holder will be responsible for

- Working closely with IAPT staff to ensure a seamless and appropriate holistic intervention package for each client.
- Ensuring that the service is delivered to the highest standard working within the ethos of best practise holistic social care and the tenets of the recovery model.
- Ensuring delivery is also informed by NICE guidelines and the requirements of full IAPT compliance.
- Being an active communicator so that both internally and externally all involved are knowledgeable about the service and its delivery.

Education, Personal Development, Teamwork and Training.

The IAPT service will be a multi-faceted service delivered by a multi-disciplinary team with a wide and varied skill base. All staff will be expected to share their knowledge and expertise within the team on a day to day informal basis and more formally within team meetings, seminars and training days. The service will host appropriate student placements and possibly IAPT trainees. The post holder will be responsible for

- Having a team work approach, being flexible and adaptable to the needs of the organisation in order to provide a quality service to all of its service users.
- Attending regular supervision with their line manager.
- Attending clinical supervision when directed
- Providing supervision where appropriate.
- Engaging with self assessment of competences, annual performance development reviews and ongoing training.
- Attend and be an active participant in team meetings, team training and other internal meetings etc. to act upon decisions agreed at these meetings.
- Where appropriate take an active role in overseeing students/ trainees.
- Attending external meetings, forums, conferences, training etc as required by line management.
- Providing appropriate training/information to other stakeholders about the service.

Information and Resources

The service will be utilising the IAPTus database programme in order to provide the required Key Performance Indicators to the Department of Health as well as other internal recording systems. The post holder will be responsible for

- Ensuring that the database information systems are regularly updated with regard to client information.
- Maintaining all client file system in a timely and appropriate manner in accordance with line managers instructions and service procedures.

Audit, Research and Development

There is an expectation that all of the IAPT sites collect data which can be utilised in the ongoing audit and research processes of IAPT services, this service will work towards this. There will also be local elements of service data which will be unique

but which should also add to the evidence base and may be used for other research purposes. As a person centred service it is vital that qualitative outcomes as well as statistical outputs are recorded. To ensure that all of this information is recorded there will be a need to establish and maintain internal clinical audits, quality assurance systems and develop a research element for the service. The post holder will be responsible for

- Ensuring that the required audit and quality assurance information is gathered and recorded in line with the appropriate procedures.
- Assisting with research projects and audit programmes as appropriate.

General

The post holder will be expected to

- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary Care, and Employment Services,
- Take responsibility for own health and safety and the health and safety of colleagues, clients and the general public.
- Take responsibility for ensuring that legal obligations regarding information which is processed for clients is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley's Director
- To at all times deliver the service in line with and adhere to Mind in Bexley's Policies and Procedures.