

Job Description

Position:	CBT Therapist
School/Service:	School of Education & Psychology
Reference:	EDP-078/P
Grade:	Grade 7
Status:	Permanent
Hours:	Full-time 08.45am-5.00pm, Monday – Friday (Some work outside these days/hours may be required)
Responsible to:	Dean of Faculty via Professor of Psychology

Main Function of the Role:

- Provide a CBT service to students, providing advice, guidance and consultation to other professionals contributing directly to the students' formulation and treatment plan.
- Formulate and implement plans for the formal CBT treatment of student's issues based on an appropriate conceptual framework of the students' issues employing methods based on evidence.
- Communicate in a skilled and sensitive manner information concerning the assessment, formulation and treatment plan for students and to monitor their progress.
- Collate data and produce statistical reports in relation to service provision, service satisfaction, measure outcomes and take an active part in the development of new services in order to ensure best practice of CBT services across the Life Lounge.
- Work within a multidisciplinary team to provide coordinated, effective and integrated CBT to students at the University of Bolton.

Principal Duties and Responsibilities

1. Provide a customer focussed, solution based short term intervention CBT service to students.
2. To provide one to one bookable appointment to students and drop-in sessions, as well as delivering a series of planned group therapies.
3. Co-ordinate and lead team, clinical and peer supervision meetings with the part-time trainee CBT therapists.
4. Liaise with relevant stakeholders including Student Services on individual client work.
5. To attend crisis, review meetings with relevant stakeholders including Disability Services Manager, Mental Health Advisor, Counsellor and if appropriate Head of

Student Services and Library as well as other colleagues as and when appropriate such as the Halls Team Leader.

6. Provide appropriate advice and guidance to staff supporting students.
7. Provide appropriate support to vulnerable students and those who may be at risk of withdrawing from study.
8. Produce termly reports and an annual report that evaluates the impact of the CBT service.
9. Be actively involved in the service development and in improving policies and practices at the University. Assess customer satisfaction and make recommendations for service improvements.
10. Work with a team of staff to ensure compliance with the Customer Service Excellence Award
11. Establish and maintain a database of sources of referral and professional/specialist contacts.
12. Maintain a high level of knowledge and awareness of the changes and developments in the field of higher education and CBT and Mental Health and their implications for the delivery within the institution.
13. Follow University policy and procedure in relation to safeguarding and the disclosure of criminal convictions and any associated risk assessment.
14. Attend training and supervision as required in accordance with the BABCP code of practice, and to maintain BABCP registration at all times.
15. Undertake Health and Safety, Mental Health First Aid and Safeguarding training as required.
16. Have a good understanding of safeguarding principles and know when it is appropriate to share a concern regarding a client.
17. Deal competently, sensitively and in a professional manner when dealing with customers who can be distressed and or demanding, observing confidentiality.
18. Provide students and staff with information regarding sources of pastoral support.
19. Analyse, take ownership of and resolve the problems presented by customers and only, when necessary, refer them to third parties within, or external to the University.
20. Operate the University's student record system to maintain and review information on students. In addition to maintaining accurate client appointment records.
21. Handle a high volume of emails, post, telephone, and personal enquiries responding directly to routine matters and referring specific enquiries to appropriate members of staff obtaining information from other departments if necessary. The ability to multi-task is essential to the post holder.
22. Ensure the confidentiality of information is maintained in line with Data Protection requirements and in accordance with university and statutory Policies and requirements.

23. The role-holder will participate in the preparation, production and promotion of written materials, publications, leaflets and university policies and procedures relating both to the advice and information needs of the service users.
24. To participate in university internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing, enrolment, awards ceremonies etc.
25. Attend and participate in work related training and attend staff development activities, which may take place off campus and include an overnight stay.
26. Work flexibly and be willing to travel to other University premises in the event of a crisis or other serious incident.
27. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
28. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
29. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

This appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position: CBT Therapist		Reference: EDP-078/P	
School/Service: School of Education and Psychology		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level	1	Application Form/Documentation
1 b)	Postgraduate qualification in CBT	1	Application Form/Documentation
1 c)	Postgraduate qualification in DBT	2	Application Form/Documentation
1 d)	Full accreditation by BABCP or the equivalent body	1	Application Form/Documentation
1 e)	BABCP practitioner accreditation	1	Application Form/Documentation
1 f)	BABCP Accreditation as a clinical supervisor	2	Application Form/Documentation
1 g)	Mental Health First Aid qualification or the willingness to achieve this within the first 12 months of employment	1	Application Form/Documentation
2	Skills / Knowledge		
2 a)	Ability to work as part of a multi-disciplinary team and have advanced interpersonal skills, both verbally and electronically.	1	Application Form/Interview
2 b)	Excellent time management, caseload management skills and experience of prioritising competing demands, including waiting lists with minimum supervision	1	Application Form/Interview
2 c)	Excellent verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures concisely to students, staff at all levels and external colleagues	1	Application Form/Interview
2 d)	Credible experience in managing, leading, developing and motivating staff/volunteers, including the creation of personal and group training plans	1	Application Form/Interview
2 e)	Competent in the use of IT e.g. proficient in the use of Microsoft Office, word excel, access email etc.	1	Application Form/Interview
2 f)	Able to maintain a helpful, cooperative and professional manner when dealing with difficult highly emotive and sometime distressing situations and working under pressure,	1	Application Form/Interview
3	Experience		
3 a)	Credible experience providing CBT support information, advice and guidance to students/clients experiencing a wide range of mental health difficulties, to include those with complex needs, high risk/crisis management in a wide range of settings e.g. one to one and group work	1	Application Form/Interview /Presentation

3 b)	Sound analytical, creative and pragmatic problem-solving skills, with experience of contributing to the development and improvement of systems and procedures	1	Application Form/Interview
3 c)	Proven experience of assessing risks either in the workplace or risks associated with an individual, their behaviour and/or disability	1	Application Form/Interview
3 d)	Experience of working in a customer focused environment and delivering exceptional customer service, demonstrating sound liaison skills with both internal and third parties	1	Application Form/Interview
3 e)	Experience of organising or assisting with the organisation of events and activities	2	Application Form/Interview
3 f)	Understanding of mental health agendas in Higher Education	1	Application Form/Interview
3 g)	Credible experience of promoting wellbeing	1	Application Form/Interview
4	Personal Qualities		
4 a)	Emotional resilience to work calmly under pressure, containing anxiety in self and others. Must have the ability to recognise own limitations and seek additional support where necessary	1	Interview/Presentation
4 b)	Work independently without close supervision within a team environment	1	Interview
4 c)	Commitment to continuous improvement and creative ways of working	1	Interview
4 d)	Experience of dealing with deadlines and being able to work under pressure and with constant interruptions	1	Interview
4 e)	Awareness and adherence to issues on confidentiality and data protection	1	Interview
5	Other		
5 a)	Able to undertake staff development, which may take place outside of the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly across sites and travel as appropriate in order to meet the needs of the services.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required