

## Job Description

<b>Job Title</b>	Clinical Lead
<b>Service/Department</b>	Psychological Wellbeing and Community Services
<b>Salary Band and scale range</b>	£60,000 per annum
<b>Hours</b>	37.5 per week
<b>Base</b>	Colchester/Tendring
<b>Responsible to</b>	Chief Executive
<b>Accountable to</b>	Chief Executive

**Job Summary:** To provide, lead, manage and clinically supervise in our children's service as well as provide clinical oversight to all our other Mental Health Services within Mind. Our services are delivered across Clacton, Tendring and Colchester: the Mental Health Support Team (MHST) for children will be a part of your role, where the other part will focus on providing clinical direction and leadership to all our other exciting adult and children's services. The MHST's are based within schools, ensuring children and young people receive faster access to earlier mental health support. Where our other services including IAPT Counselling and online wellbeing services are located across Mind bases in Tendring and Colchester.

In this role you will oversee the provision of a high quality Early Intervention service to students (and their families) experiencing mild to moderate mental health difficulties. You will lead the team in delivering evidence based interventions to support the recovery of young people referred to the service. This work will be in accordance with clinical governance processes and professional standards. You will utilise your skills and knowledge of CBT and child and adolescent mental health practice, and knowledge of whole school approaches to mental health, in order to lead the MHST. You will ensure the 'voice of the child/young person' is pivotal in all aspects of clinical practice and development. Co-production underpins the MHST's.

The role will also require use of your expertise in providing Clinical direction and oversight of all Minds Adult and Children's Mental Health Services. You will be expected to provide the Clinical input at a strategic level and provide clinical input to ensure services are clinically robust and directed. You will also be expected to provide guidance on tendering and the implementation of new services.

### Key Responsibilities:

- The post holder will be responsible for the work of all children and adult Mental Health Services and will support them to deliver their service provision
- Ensure needs-led, evidence based interventions from the Children's MHST's and other services, that support local and national priorities, policies and relevant clinical guidelines.
- Manage pathways and referral routes for all our services ensuring that the formal route for referring children/young people/adults to 'Getting Help' and 'Getting More Help' is effective; communication and information sharing mechanisms are in place, and that working collaboratively with all relevant agencies (health, social care, locality teams, education and voluntary) creates smooth progression for children, young people, adults and their families/ carers without unnecessary delay.
- Ensure accessible management information is regularly used for service improvement and reporting via clinical data sets

- To develop and present reporting of impact, outcomes and feedback around the services as well as services productivity.
- To supervise two elements of EMHP practice:
  - 1. Low intensity cognitive behavioural interventions and
  - 2. Whole school approached to mental health in education settings.
- To also provide clinical group supervision and one to one supervision to service managers and Mental Health Service Teams to ensure that services provide the most robust evidenced based solutions to our adults and children.
- To lead the roll out of further children's MHST's across Tendring and Colchester over the coming years.
- To provide and contribute clinical knowledge and expertise in the tendering and roll out of new services to ensure they transition into being clinically robust and effective services.
- To ensure all risk and safeguarding pathways, processes and policies are effective, up to date and robust. Ensuring that that all teams understand the process and provide clinical leadership on risk and safeguarding and both an organisational and service level.
- To be accountable as the lead clinician for the direct delivery of effective Adult and Child Mental Health Services and ensure this fits with the local delivery models across Tendring and Colchester.
- Develop an open and supportive culture; facilitated by research, development and best practice which enables staff to take critical and innovative approaches.
- Ensure the services are delivered in accordance with the contracts in place and that all key performance indicators and outcomes across services are met and are presented and reported within agreed frameworks.
- To lead and manage services effectively, with enthusiasm and by example, via effective communication, service model and structures facilitating staff, stakeholder and service user involvement.
- To support schools and other appropriate agencies for post-intervention work in the event of deaths by suicide. To work in a collaborative way with other agencies to support education staff at this highly difficult time.
- Ensure that locality professionals are supported in guiding adults, children, young people and their parents/carers to the resources available to meet their needs.
- Attend CCG NHS Trust performance meetings, where appropriate, to represent the service/clinical speciality.
- Responsible for the implementation of the delegated actions from service plans, through effective communication and briefings to staff and other stakeholders.

### **Communication**

- As the post holder will be working within the community, they will establish and maintain positive relationships with professionals, agencies, charities and teams who also provide services to adults, children and/or adolescents in the community. These relationships are a key part of the role in which you will be representing Mind.
- The post holder will be able to clearly and effectively communicate highly complex or sensitive issues relating to all the Mental Health Services work to a wide range of audiences, such as senior management, service users and their families/carers, schools, health and social care agencies as well as any other professionals.
- Responsible for the management of complaints in line with Mind's Mental Health Charity policies, processes and organisational values.
- Demonstrate a high level of interpersonal skills, self-awareness and empathy in all communications
- To liaise closely with other professionals including colleagues in the Emotional Health and Wellbeing Services, GPs, Paediatricians, Specialist CAMHS, school counsellors, Children's Services, Neurological developmental teams, other voluntary agencies and UEA.

Key communication with:

- MHST colleagues within the MHST's, and across the country as the services are developed.
- All managers and staff of our Mental Health Services that are provisioned by Mind

- UEA, who are providing the training for the EMHP's, possibly contributing to teaching elements on the newly developed course.
- School partners, including Head Teachers, Mental Health Champion/Lead, Teachers, SENCO's and Teaching Assistants.
- Emotional Health and Wellbeing Service Clinical Lead and Team Leads, including Children's Wellbeing Practitioner and Emotional Health and Wellbeing Practitioners.
- EWMHS colleagues, including the Service Manager and SPA Clinical Lead
- Social Care and Early Help Colleagues
- NHS Mental health and wellbeing services for adults including adult IAPT Services and Secondary Mental Health Services
- SEND colleagues, including Specialist Teachers and Educational Psychologists
- Clinical commissioning Group for North East Essex
- Other Managers and Clinical Staff

### **Budgetary Responsibility**

- Authorised signatory
- Required to manage service budgets in partnership with the CEO. Providing evidence based practice on how budgets need to be utilised to provide robust, safe and effective services.

### **Human Resources**

- To have lead responsibility for the effective clinical management of staff (who may be from different clinical backgrounds) within the service, ensuring mechanisms are in place to provide strong and effective clinical and managerial leadership, advice, support and supervision.
- To provide clinical supervision to the band 7 and 6 MHST Supervisors, Managers of our adult and Children's Services and Group supervisions to the service teams.
- Propose and devise clinical policies, pathways and reports for the service that embed best clinical practice, working closely with the service operations manager, Business Operations manager, Marketing Manager and stakeholders.
- The post holder will develop and provide development of all staff, support development of the annual service plan and set service objectives.
- Maintaining own professional development and requirement to take part in the annual appraisal process
- To respond to daily clinical issues faced by the service and ensure these are resolved as swiftly as possible.

### **Research & Development Activity**

- To lead and participate in regular audits, quarterly reporting, and research projects for the improvement of the services team's clinical practice.
- To present findings and outcomes of the implementation of the all adult and child Mental Health Services and support the continual improvement of all the team and roll out of subsequent teams.

### **Clinical and Practice Governance**

- Participate fully in providing quality care in line with local and national guidelines e.g. NICE Guidance & Quality Standards relating to adult, children and/or young people with mental health difficulties and social care difficulties
- Follow emergency/crisis care protocols when required.
- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.

- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the organisation Information Governance and Information Security policies.
- The post holder must lead and adhere to the organisational risk assessment and risk management processes
- It is a condition of your employment that you are currently registered with the appropriate professional body and it is your responsibility to maintain your professional registration.
- Undertake mandatory training and any other training relevant to the role as required by Mid and North East Essex Mind.
- The post holder must participate in clinical and other audits as required
- Provide patients and their families /carers with information on standards they should expect from the teams
- Participate in clinical supervision on a regular basis
- The post holder is required to participate in relevant emergency preparedness process for their team.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions.

### **Sustainability**

It is the responsibility of all staff to minimise the Organisation's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

<b>Organisational values:</b> <i>Post-holders should be able to demonstrate the following:</i>	
<b>Value</b>	<b>Phrase</b>
<b>Honest</b>	Trust in our honesty
<b>Empowering</b>	Giving others strength
<b>Non-judgemental</b>	Treating all as equals
<b>Respectful</b>	Showing admiration for others
<b>Supportive</b>	Here when people need us

**General:**

- *To be aware of the responsibilities of all employees to maintain a safe and healthy environment for pupils, visitors and staff*
- *All post holders must adhere to the Code of Conduct and Confidentiality and be aware of and adhere to all Organisation Policies and procedures*
- *This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Organisation.*
- *The post holder will be required to participate in the assessment of risk and thereby contribute towards clinical and corporate governance agenda as appropriate*
- *The post holder must maintain the confidentiality of information about clients and other services, in accordance with the charity's policy.*
- *The post will be subject to a regular annual staff appraisal*
- *The post holder will be expected to keep themselves up to date on all matters relating to Mid and North Essex Mind's procedures and policy.*
- *The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the charity, reporting any potential risks to life or property immediately in accordance with the charity's Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.*
- *Refrain from smoking in any area of the premises not designated a smoking area.*
- *Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.*
- *The charity is committed to Equal Opportunities for all present and potential members of staff and clients. Therefore the charity expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration*
- *Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity's image and win increased support for its work*
- *Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your direct Line Manager*

## Person Specification

### POST: Clinical Lead

Category	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant professional qualification or equivalent e.g. Doctorate in Clinical Psychology, accredited CBT Therapist, qualification in systemic family therapy, qualification in child and adolescent psychotherapy.</li> <li>Appropriate and valid UK professional registration. This could be in psychology, systemic family therapy, psychotherapy, teaching, social work, nursing, occupational health or an undergraduate degree in a relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Leadership training / qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 years plus experience in a Clinical lead role or similar leadership position.</li> <li>Management and Leadership experience or a strong interest In Children’s services, including understanding of clinical governance.</li> <li>Strong experience or desire of clinically supervising team members with their own clinical work, delivering evidence based interventions to adults or children and young people.</li> <li>Undertaking a clinical role at a specialist level including multi-disciplinary working, safeguarding, managing risk, undertaking complex assessments, planning and evaluating care packages, and responsibility for the management of a caseload.</li> <li>Experience of working in partnership with partnership agencies, including experience of co-production and patient involvement, and influencing, persuading and negotiating with senior internal and external stakeholders.</li> <li>Undertaking audit/research/evaluation and implementing change to clinical practice.</li> <li>Knowledge of confidentiality issues and differences within healthcare and education.</li> <li>Knowledge of relevant legislation, general NHS processes, policies and current strategies and performance framework</li> <li>Experience of working with IT colleagues to develop ways to capture and report team data.</li> <li>Well-developed skills, knowledge, experience or strong interest in developmental psychology, attachment, trauma theories and other common mental health difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering psycho education workshops to professionals, adults, young people and/or parents/carers.</li> <li>Experience of working with positive behaviour approaches and young people with ADHD, ASD and/or other learning difficulties.</li> <li>Experience of supporting young people in an educational setting</li> <li>Experience of working with schools, promoting a whole school approach to mental health</li> <li>Experience delivering training to other professionals regarding mental health and children.</li> <li>Experience in developing clinical documents to guide practice</li> <li>Experience of working in education, including knowledge of the differences between Local Authority schools and Multi Academy Trusts.</li> </ul>

<b>Skills, Abilities &amp; Knowledge</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of legislation related to adult and children and/or adolescent’s mental health and social care e.g. Mental Health Act, Mental Capacity Act, Care Act, Child Protection and Safeguarding of Vulnerable adults and Children etc.</li> <li>• Ability to work autonomously in a community setting, making appropriate decisions.</li> <li>• Ability to prioritise team work load and to meet deadlines.</li> <li>• Ability to manage distressing and challenging situations, containing and supporting team members. One of which could be a student suicide.</li> <li>• Knowledge of mental health issues relating to Adults, Children and Young Peoples emotional development</li> <li>• High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.</li> <li>• Ability to analyse and interpret data and information in order to make decisions, provide reports, make recommendations and changes</li> <li>• Ability to feedback and discuss cases within the multi-disciplinary team.</li> <li>• Advanced keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint.</li> </ul> <p><b>Safeguarding and promoting the welfare of children and young people/vulnerable adults</b></p> <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children, young people and adults</li> <li>• Demonstrates understanding of safeguarding issues</li> <li>• Appreciates the significance of safeguarding and interprets this accurately for all individual children, young people and adults whatever their life circumstances.</li> <li>• Has a good understanding of the Safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Is up-to-date with legislation and current events</li> <li>• Can demonstrate how s/he has promoted ‘best practice’</li> <li>• Shows a personal commitment to safeguarding children and adults</li> </ul> <p><b>Working within Professional Boundaries</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others</li> <li>• Recognises the limits of own authority within the role</li> <li>• Seeks and uses professional support appropriately</li> <li>• Understands the principle of confidentiality</li> <li>• Demonstrates professional curiosity</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of IAPT / CYP-IAPT</li> <li>• Good knowledge of different outcome measures used in CYP settings (SDQs/RCADS etc.)</li> <li>• Knowledge and understanding of common mental health stressors in an educational setting.</li> <li>• Knowledge and understanding of the Green Paper; Transforming Children and Young People’s Mental Health Provision</li> </ul>
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<b>Personal Characteristics</b>	<p><b>Emotional Awareness</b></p> <ul style="list-style-type: none"> <li>• Aware of the range of emotions in self and others</li> <li>• Demonstrates empathy for the concerns of others</li> <li>• Listens to and understands directly and indirectly expressed feelings</li> <li>• Encourages others to express themselves openly</li> <li>• Manages strong emotions and responds constructively to the source of problems</li> <li>• Shows respect for others' feelings, views and circumstances</li> <li>• In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.</li> <li>• Has a range of mechanisms for dealing with stress, can recognise when to use them and does so</li> <li>• Listens to personal comments without becoming defensive</li> <li>• An ability to sustain empathy and personal engagement with children and/or adolescents experiencing mental health problems or challenging behaviour.</li> <li>• Ability to accept and use supervision appropriately and effectively.</li> </ul> <p><b>Self-awareness</b></p> <ul style="list-style-type: none"> <li>• Has a balanced understanding of self and others</li> <li>• Has a realistic knowledge of personal strengths and areas for development</li> <li>• Can demonstrate flexibility of approach</li> <li>• Shows a realistic appreciation of the challenges of working with children and young people</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Ability to travel across the County sometimes at short notice</li> <li>• Satisfactory Criminal Records Disclosure</li> </ul>	
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