JOB DESCRIPTION

ISSUE DATE:	May 2021
JOB TITLE:	CBT/EMDR Therapist
PAY (accredited) (pro-rata)	NJC Scale Point 25-26, £29,577 (Registered) - £30,351
HOURS:	30-37.5 hours worked in 5 shifts Monday-Sunday
RESPONSIBLE TO:	Chief Executive Officer and Operations Manager
SUPERVISED BY:	Counselling Co-ordinator
ACCOUNTABLE TO:	Chief Executive Officer and Board of Trustees
WORKING RELATIONSHIPS:	Board of Trustees, CEO, Operations Manager, Hub & Therapeutic Service Co-ordinator, Helpline Co-ordinator, Senior Helpline Worker, Therapists, ISVAs, Volunteer Workers, Paediatric SARC staff

Major Tasks:	Role:
1. Job Purpose	• To deliver evidence-based psychological therapies in the form of CBT and/or EMDR and model good practice for working with survivors of sexual violence (age 18+) • To ensure that the therapy provided is delivered to a high standard, in accordance with BABCP's Standards of Practice and EMDR Association UK's Codes of Ethics and under appropriate clinical supervision; • To undertake Initial Clinical Assessments • To work with and under management supervision of the Operations & Contracts Manager and Counselling Co-ordinator in developing and maintaining a service which is safe, equitable, accessible and effective; • To contribute to the routine outcome monitoring and evaluation of the therapeutic service, including accurate updating of database systems to contribute to the achievement of agreed service targets • To develop, network and maintain links with appropriate organisations both locally and nationally; • To work within the framework of the Centre's Equal Opportunities Policy • To undertake all other duties as reasonably requested by the Operations & Contracts Manager, Counselling Co-ordinator and Chief Executive Officer
2. Therapeutic Service	• To deliver high quality evidence-based psychological therapies in the form of CBT and/or EMDR to survivors of sexual violence (aged 18+) which is safe, ethical and effective and supports key outcomes • To deliver sessions effectively (both short and medium term) via face to face, online, telephone or email or other such platforms as per current service delivery operations • Managing a caseload of clients and providing both time limited and longer

	term sessions as required • To undertake rigorous Clinical Assessments and identify and action needs/risks and safeguarding matters appropriately and in a timely manner • To develop professional working relationships with a range of external organisations and agencies • To undertake effective signposting and referrals to facilitate support and recovery for each client as necessary • To formulate, plan and monitor effective individualised Recovery Focused Support Plans with clients • To work flexibly to support the safe and effective operation of the service and service provision for urgent and routine support, and facilitate waiting times. This will routinely include evenings/weekends. • To contribute to the routine outcome monitoring and evaluation of the therapeutic service, including accurate updating of database systems to contribute to the achievement of agreed service targets • Liaise effectively with key personnel / colleagues to contribute to the safe and productive day to day running of the therapeutic service • To keep accurate and confidential records of all client contacts in line with NSVSS's relevant Policies and Data Protection/GDPR legislation • To attend all internal (and external) meetings as required • To adhere to NSVSS's Policies, Procedures and Protocols at all times and work in accordance with line management instructions
3. Education and Outreach	• To work in outreach locations as directed in accordance with demand • To deliver external and internal training if required • To assist in the organising and facilitation of bi-annual Service User Forum Groups if required • To promote education and discussion about sexual violence and its effects and from time to time assist with any campaigns/events as required; • To liaise with other local and national organisations as appropriate
4. General	• To liaise closely with the Operations & Contracts Manager and Counselling Co-ordinator regarding Policy decisions within the Centre and to keep those managers informed of activities within the Centre; • To deal with general enquiries and calls (including drop ins) to the Centre; • To maintain high standards of customer care in context with NSVSS's Policies and Guidelines in order to uphold the Equal Opportunities Policy, Codes of Conduct, Customer Care Policy, Health and Safety standards and to participate in relevant training activities necessary to their post • To attend external training events/seminars/workshops by way of commitment to ongoing continued professional development
5. Personal Management	• To be fully aware of and work in accordance with all of NSVSS's Policies and Procedures • To ensure the accurate reporting and recording of accidents and incidents as required by NSVSS; • To participate in the appraisal and supervision process necessary within your role; • To attend in-house training as required; • To work effectively and respectfully as part of the team;

	• To undertake personal responsibility under the Health and Safety at Work Act 1974 • Maintain a healthy work/life balance, taking responsibility for scheduling time off and managing own workload and time pressures (see Self-Care Policy)

This job description is a broad outline only, allowing scope for initiative in improving services and general operation of Notts SVSS. This job description will be reviewed on a regular basis.

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Equality & Diversity

It is the responsibility of all employees to support the Notts SVSS' vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Nottingham Rape Crisis Centre Equal Opportunities Policy.

Sex Discrimination Act (Sections 7(2)b and 7(2)e

As the post predominately involves the management of female young people who have been sexually assaulted it is a genuine occupational qualification under the Sex Discrimination Act, sections 7(2) b and 7(2) e that the post holder may only be female.

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerized or manual, is kept secure at all times. This includes data relating to clients and other members of staff. Data must not be disclosed to any unauthorized person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorized person. Any such instance would result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Notts SVSS but must be declared in writing at the appropriate stage during the recruitment process.

All of the above activities are governed by the operational policies, policies and procedures and standards of the Notts SVSS as well as legislation and professional standards and guidelines.

As a term of your employment with the Notts SVSS, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the Notts SVSS' establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of the Notts SVSS to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the CEO and the Board of Trustees. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is Notts SVSS' aim to reach agreement on reasonable changes, but if agreement is not possible Notts SVSS reserves the right to insist on changes to your job description after consultation with you.