

Wimbledon Guild of Social Welfare

Job Description

Group Psychotherapist

Based at Guild House

Reporting to Groupwork Manager

Responsible for: There are currently no direct reports but there might be trainees on placement in the future

Hours: The post is 0.4 or 15 hours per week. This would include at least Tuesday am or pm (team meetings fortnightly around lunchtime) and Wednesday evening (currently one group). *There is currently a group running on Tuesday morning; it may be possible to move this to another morning if required.*

Salary: £40,000 pro rata (£16,000 actual salary)

Start Date: January 2020 (with handover from current postholder December 2019)

Description of the post:

Wimbledon Guild Talking Therapies was first set up in 1989. It was seen as an extension of the Wimbledon Guild's Social Work function (now called Community Services) and has grown into a service in its own right. The service is one of the largest in London and apart from Individual Counselling/Psychotherapy, offers Group Psychotherapy, Family Therapy, Emotional Support Groups and delivers a range of Professional CPD Events.

The Group Psychotherapist will have responsibility to facilitate the delivery of two slow-open long-term Psychotherapy groups and may provide some clinical supervision within the dept. Clinical supervision for the postholder will be provided either internally or externally (to be determined).

The main tasks are as such:

Client Responsibilities

To assist Wimbledon Guild in providing an excellent service to clients at all times

1. To organise and run Group Psychotherapy sessions for Wimbledon Guild clients
2. To organise assessments for the Group Psychotherapy service
3. Take responsibility for managing referrals, allocations and waiting list for Group Psychotherapy service
4. To co-facilitate emotional support groups as required
5. Oversee the administration including client communication with more complex cases
6. To monitor and evaluate the quality of the service offered to clients
7. To be the lead clinician within Group Psychotherapy relating to all risk issues including child protection or vulnerable adult concerns.

Department Responsibilities:

To work closely with others to provide quality Talking Therapies Services.

1. Oversee recruitment process for new members of the Group Psychotherapy team.
2. Provide clinical supervision to team members or trainees within the dept or within Wimbledon Guild as a whole.
3. To network with and publicise the service to partner and associate agencies, promoting collaboration where appropriate.
4. To monitor, evaluate and prepare reports, through maintaining records and statistics as required.
5. To respond to any queries or complaints relating to the Group Psychotherapy service
6. Provide training and Clinical supervision as required.
7. Keep up to date with new training and initiatives pertinent to the running of Group Psychotherapy.
8. To work with the Groupwork Manager on developing new initiatives and strategy for the Group Psychotherapy service within the overall dept.
9. To work alongside other team members of the dept to ensure the smooth running of the dept as a whole (and all services therein).
10. To attend dept meetings and awaydays and contribute to the overall team and dept development.

Management Responsibilities

To carry out Wimbledon Guild's policy and provide good and supportive management to all staff and volunteers

1. To provide line management to Group Psychotherapy trainees on placement.

Financial Responsibilities

To make a contribution in the overall management of Wimbledon Guild's Budget.

1. To make sure Group Psychotherapy clients are regularly paying client fees.
2. To be mindful of and to adhere to Wimbledon Guild's financial policies.

Organisation Responsibilities

To ensure that practice meets standards and is in sympathy with the aims of Wimbledon Guild.

1. To work within the Wimbledon Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of services.
2. To attend Wimbledon Guild meetings and training as required, maintaining and improving skill and professional knowledge.
3. To be aware of and to work as part of the Guild as a whole.
4. To undertake other duties in line with the needs of the service as directed by the Groupwork Manager.
5. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed].

Risk Management.

To protect the Wimbledon Guild's interest at all times

- 1) To work to and uphold the policies and procedures of the Wimbledon Guild.
- 2) To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures.
- 3) To maintain the confidentiality policy of the Wimbledon Guild and balance the need for confidentiality against the safety of the wider community and the clients themselves.

- 4) To monitor client safety from assessment onwards, being mindful of the risk of suicide or severe mental illness and having systems in place to intervene if the service reaches its limits of competence.
- 5) To monitor the safety of team members, in relation to potential risk from clients.
- 6) To advise the Head of Talking Therapies, or another senior manager, of any concern which may possibly adversely affect the Wimbledon Guild.

Wimbledon Guild
Person Specification
Post: Group Psychotherapist

| Person Specification | Groupwork Psychotherapist | |
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| Qualifications, Experience, Skills, Values and Behaviours Required | | |
| | Essential | Desirable |
| Qualifications and Experience | <ul style="list-style-type: none"> • Group Psychotherapy or Group Analytic therapy training • Full UKCP Registration • Evidence of regular and ongoing CPD activities related to Group Psychotherapy | <ul style="list-style-type: none"> • Clinical Supervision training • Training in Safeguarding • Individual Counselling/ Psychotherapy training |
| Knowledge, skills and experience | <ol style="list-style-type: none"> 1. Minimum three years post-qualification experience as a Group Psychotherapist 2. Extensive experience facilitating a variety of types of therapy groups 3. Significant experience in setting up and delivering new groups in a variety of settings. 4. Experience of conducting assessments including risk assessments 5. Experience of working with a variety of adult clients, including those with more complex mental health presentations 6. Experience of delivering clinical supervision 7. Experience of personal therapy 8. Experience of working within a psychodynamic model as a therapist 9. Able to work within and maintain well-defined professional boundaries. 10. Have good communication and presentation skills and the capacity to work flexibly and collaboratively with a variety of stakeholders 11. Be highly organised and able to prioritise with good problem-solving skills. 12. Have good IT skills, including a working | <ul style="list-style-type: none"> • Working understanding of the voluntary sector • Knowledge of and training in other therapeutic modalities • Experience of delivering training |

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| | <p>knowledge of all aspects of Microsoft office.</p> <p>13. A commitment to self-enquiry and curiosity, with a high degree of self-awareness.</p> <p>14. Awareness of and sensitivity to issues of power, diversity and cultural difference.</p> <p>15. Be able to work flexibly to meet the needs of the service.</p> <p>16. Have good time management and administrative skills</p> | |
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