



Job Description

Job Title: Family Wellbeing Lead (North / South)

Hours/ working pattern: 37.5 hours

Salary: £32,000

Contract Type: Maternity cover fixed-term, until 31/12/2024 (with the possibility of extension)

Responsible to: Clinical Director

Accountable to: Clinical Director

CYP IAPT

The Children and Young People's Improving Access to Psychological Therapies programme (CYP IAPT) is a service transformation programme delivered by Health Education England and partners that aims to improve existing children and young people's mental health Services (CYP MHS) working in the community. Children's Wellbeing Practitioner training will benefit from being integrated fully within CYP MHS and linked to the CYP IAPT collaborative, which brings a valuable organisational infrastructure.

Job Summary:

The Family Wellbeing Team (FWT) is an established service within CHUMS. The Team is embedded within the CHUMS Early Intervention Hub and has links with other local statutory and third sector organisations. Leads will be expected to collaborate with senior management to consider how the FWT can also work appropriately across other CHUMS services as they develop.

The service lead(s) will be responsible for the operational delivery of the service and have care coordinator tasks. The post will include providing line management and supervision to trainee CWP's. The lead will hold a small caseload and facilitate groups as part of their work. The role will also include the development and coordination and facilitation of groups, 1:1s, workshops and drop ins for work relating to the CWP protocols based around anxiety, low mood and parenting skills. The other aspect will be 'Service development' and will include the opportunity for innovation and creative ideas regarding the development of the FWT delivery in collaboration with the other FWT lead and clinical director.

Duties and Responsibilities:

Therapeutic skills

- Provide a range of information and support for evidence based psychological treatments, primarily guided self-help. This work may be face-to-face, by telephone or via other media.
- Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.
- Attend multi-disciplinary meetings or care plan reviews relating to referrals or CYP in treatment, where appropriate.
- Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection. Provide CYP and families with accurate assessment of risk to self and others
- Through case management, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.
- Ensure CWP's have access to appropriate clinical case within the agreed national and local protocols.
- Adhere to the service referral protocols. Under supervision signpost unsuitable referrals to the relevant service as necessary.
- Assist in the development, coordination and facilitation of groups, 1:1's, workshops and drop ins for work based around anxiety, low mood and parenting skills
- Provide line management and both individual and group supervision to both trainee and qualified CWP's as needed.
- Contribute to mental health in schools 'whole schools' approach' and supervise aspects of this work
- Work in collaboration with children, young people and communities to enhance and widen access
- To have experience of using and understanding qualitative and quantitative outcome measures
- Assist with the collation of information for quarterly and annual reports and to complete regular CWP audits as required
- Promote equity, diversity and inclusion withing your own role, the service and community setting that allows easy and timely access to those needing support for a range of mental health difficulties
- To be aware of risk management principles and how this might relate to a digital platform. Assess and integrate issues relating to transitions, education and training/employment into the overall development of the digital platform

Training & Supervision

Attend and fulfil all the requirements of the post including supervision, skills training and mandatory training.

Professional

- Ensure the maintenance of standards of practice according to CHUMS and any regulating bodies and keep up to date on new recommendations/guidelines set by the relevant departments.
- Ensure that confidentiality is protected at all times.
- Ensure clear objectives are identified, discussed and reviewed with supervisor.
- Participate in individual performance review and respond to agreed objectives.
- Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences/workshops in line with identified professional objectives.

Management

- Manage holding accounts and allocations for trainee CWPs
- Engage with the process and development of audits and complete clinical record and quality reports
- Oversee and organise the CWP trainee placements
 - Liaise with external agencies e.g. Anna Freud to support trainees and staff e.g. site visits, steering groups
 - Supervisor check in's
 - Trainee CWP planning/admin/recruitment
- Recruitment for the family wellbeing team

General

- Support the collection of data and facilitate data flow to the collaborative.
- Contribute to the development of best practice within the service.
- Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.

- Maintain up-to date knowledge of legislation, national and local policies and procedures in relation to children and young people's mental health.
- All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do 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.
- This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

GENERAL TERMS AND CONDITIONS

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

Equal Opportunity

All employees must comply with CHUMS Social Enterprise Equal Opportunities and Equality and Diversity Policies and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information.

Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**CHUMS Social Enterprise CIC
PERSON SPECIFICATION
EWS / Family Wellbeing Practitioner Lead**

	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications	<ul style="list-style-type: none"> • To have an allied Health Professional Undergraduate Degree • Core Psychological Therapeutic Qualification or CYP Post graduate certificate in CWP or EMHP, recruit to Train or similar IAPT course • Experience in administration/organisational development • At least 2-year post qualification experience. • Experience of working with CYP in schools and/or community MH settings • Qualification in supervising and/or mentoring 	<ul style="list-style-type: none"> • Training in group facilitation • Senior CWP IAPT qualification 	Interview
Experience	<ul style="list-style-type: none"> • Experience of working with children with mild to moderate mental health difficulties • Experience of project planning and delivery • Working with CYP's with mental health problems and their families using CBT or CBT informed GSH. • Experience in design and delivery of workshops, groups and interventions to CYP target audience • Experience of working in education/schools • Experience of working with Parents/Carers to support young people 	<ul style="list-style-type: none"> • At least 2 year's clinical practice as a qualified Practitioner • Experience of working with a variety of mental health presentations • Experience of delivering group interventions • Experience of the production of accessible self-help materials • Experience of working with CYP who may experience health inequalities e.g. health needs, children in care, poverty 	Interview

General	<ul style="list-style-type: none">• Community working – driver’s licence essential		
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