

## 1 Advertisement

**Post Title:** CBT Therapist

**School/department:** Division of Student Experience: Wellbeing, Therapeutic and Residential Life Services: University Therapeutic Service

**Hours:** Full time hours considered up to 1 FTE

**Contract:** permanent.

**Reference:** 10084

**Salary:** starting at £44,414 to £52,841 per annum pro rata

**Date posted:** 28 February 2023

**Closing date:** 28 April 2023. Applications must be received by midnight of this date.

**Interview date:** to be arranged

**Expected start date:** as soon as possible

The Department of Wellbeing, Therapeutic and Residential Life Services, within the Directorate for the Student Experience, is seeking to appoint an experienced clinical practitioner to the roles of CBT therapist.

We are looking, in particular, for mental health practitioners with possible backgrounds of nurse/ social worker and/or with experience of working within acute mental health services and/or secondary mental health services.

The successful candidate will have a post-graduate level therapeutic qualification; current accreditation as a counsellor/psychotherapist with BABCP in addition to relevant experience of brief therapy and group-work in a similar organisational setting. You will need to provide your accreditation/registration certificate at interview.

The University Therapeutic Service has recently become part of a larger team focusing on student mental health, encompassing student wellbeing more widely, and including residential life. You will be joining a team of experienced therapists and a number of post-qualified and trainee Counsellors. Each year, over 2000 students are seen for therapy, either individually, in therapy groups, or in workshops offering strategies for managing in different situations.

You will utilise a range of therapeutic interventions and techniques appropriate to the needs of the students, provide short-term focussed therapeutic and wellbeing interventions for students working as part of an integrated Student Experience Division. You will manage student cases collaborating and consulting with the wider divisional staff including disability support, as well as NHS professionals as required, to ensure the safety and wellbeing of our students. Your contribution to the delivery of proactive initiatives around mental health and wellbeing as part of the wider mental health strategy will be critical in the development of the service.

An innovative, risk conscious approach, sound judgement and diplomacy, as well as the ability to work under pressure within a complex organisational structure are essential attributes required of the post holder.

confidentiality, and be able to navigate complex situations in a sensitive and professional manner will be required. Highly developed written and oral communication skills are essential as well as a positive and flexible approach to the role and the service.

Due to Covid-19, we have added telephone and video consultations to our offer, but our aim is to work on the University campus to deliver the flexibility students desire. You will need to take this into consideration as you do need to be able to work in a secure environment where information can be managed confidentially at all times. Experience of working online/by telephone is essential.

For full details please see the Person Specification and Job Description. If you have any queries which are not addressed here, please email Jane Hoyle (Lead Therapeutic Practitioner) at [jh898@sussex.ac.uk](mailto:jh898@sussex.ac.uk)

## **2 The Student Experience Division**

The Student Experience Directorate provides a range of administrative, academic and support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments.

### **Key services**

- Careers and Employability Centre
- Wellbeing, Therapeutic and Residential Life Services
- Student Conduct, Complaints, Appeals and Regulations
- International Student Support
- Student Life Centre
- Student Support Unit (disability support)
- Sussex Regional ACCESS Centre
- Student progress and administration
- Technology and enhanced learning
- Registration, assessment, compliance
- Academic quality

## **JOB DESCRIPTION**

<b>Job Title:</b>	CBT therapist
<b>Grade:</b>	8
<b>School/Division:</b>	Division of Student Experience: Wellbeing, Therapeutic and Residential Life Services: University Therapeutic Service
<b>Location:</b>	University Health Centre (currently)
<b>Responsible to:</b>	Head of Wellbeing, Therapeutic and Residential Life Services

<b>Direct reports:</b>	Supervisees, who could be trainee-counsellors, post-qualified/post-accredited counsellors, or locum therapists/psychotherapists.
<b>Key contacts:</b>	Colleagues across the Student Experience Division, professional service areas and schools. NHS, statutory and voluntary services.

## **PRINCIPAL ACCOUNTABILITIES**

1. To provide time-limited individual and group therapy (including urgent, one-off priority sessions) to student clients of the University. To design and deliver psycho-educative workshops and therapeutic groups.
2. To maintain proficiently, accurate and timely clinical records of support and on-going actions for professional records, statistical monitoring and quality assurance using the designated system, ensuring that all records comply with relevant legislation.
3. In administrative hours, to undertake such other duties as may be required by the management team such as working on projects and the development of new procedures, resources, and policies.
4. To act as clinical lead for the service by responding to clinical queries from colleagues, trainee/post-qualified/post-accredited counsellors on a regular rota basis, and out of usual office hours (evenings & weekends) if required.
5. To provide clinical supervision for trainee/post-qualified/post-accredited therapists and locums working in the service.
6. To contribute to the coordination of a departmental, divisional and University wide response to a mental health crisis and provide therapeutic support, assistance and mental health assessment when required. Out-of-hours working may be required.
7. To create positive working relationships with members of university staff in other services, to promote the Therapeutic Service and offer consultation to members of the University as required.
8. To attend regular clinical supervision to develop, monitor and maintain your own professional standards of work.
9. To participate in team business meetings and in other meetings across the Division as required.
10. To deliver training and/or workshops to colleagues in the Division or staff across the University.

## KEY RESPONSIBILITIES

- 1. To provide time-limited individual and group therapy (including urgent, one-off priority sessions) to student clients of the University. To design and deliver psycho-educative workshops and therapeutic groups.**
  - 1.1 To provide a thorough clinical assessment to ascertain suitability for brief work and to offer interventions appropriate to need and within service limits, including self-help psycho-education, extended assessment, brief therapy and/or making suitable and timely referrals to other services.
  - 1.2 To conduct initial assessments, assess mental capacity and to evaluate levels of risk, functioning and wellbeing. Where necessary to take appropriate, sometimes urgent, action in consultation with colleagues within the university and outside agencies if necessary.
  - 1.3 To work with relevant colleagues across the division and wider university if appropriate on the management of serious student cases
  - 1.4 To develop and deliver workshops, presentations, staff training and, longer term group work
  - 1.5 Excellent communication and interpersonal skills with the ability to respond sensitively and appropriately to the needs of students and staff.
- 2. To maintain accurate and timely clinical records of support and on-going actions for professional records, statistical monitoring and quality assurance using the designated system ensuring that all records comply with relevant legislation. (Administrative hours)**
  - 2.1 To liaise with the administrators regarding weekly appointments and where necessary input into replies to emails/enquiries from students and staff
  - 2.2 Record, process and disseminate confidential and other information according to service policies, Codes of Ethics, and key legislation such as that related to GDPR.
  - 2.3 To liaise with practitioners in primary and secondary NHS care; statutory services and in the voluntary services to facilitate student care.
  - 2.4 To maintain departmental/divisional case review records and the administration required when chairing divisional meetings such as Fitness to Study.
- 3. To monitor and improve the service provided to students through the regular production and analysis of statistical service metrics to ensure efficient and successful service delivery and identify any trends and patterns to make informed recommendations for continual service improvement.**
  - 3.1 To maintain a high level of knowledge and awareness of changes and developments in the fields of higher Education and Counselling/Therapy, and their implications for the organisation and delivery of therapy within the institution

- 3.2 To utilise data and trends, develop, design, and deliver new initiatives, projects and activities which will further develop the service.
- 3.3 To take on projects with the aim of identifying the needs of and improving and monitoring the service provided to students. This will be done either as special-interest projects or through the regular production and analysis of statistical service metrics to ensure efficient and successful service delivery and identify any trends and patterns to make informed recommendations for continual service improvement.

**4. To provide clinical supervision for trainees, volunteers and locums working in the service.**

- 4.1 Provide clinical supervision for trainees, volunteers, and post-qualified trainees in their management of cases and where queries and concerns exist.
- 4.2 Adhere and work within the Code of Ethics and Practice of the BACP and of any other professional body (or bodies) of which you are a member e.g. UKCP or BABCP
- 4.3 Maintain an adequate level of personal supervision to meet the requirements of your professional body with the agreement of the Head of Service.
- 4.4 Maintain and actively participate in continuing professional development in the pursuance of the services activities and the development of the service.
- 4.5 To provide clinical supervision or mental health assessment when required, out-of-hours to cover possible evening/weekend clinics and to support the Residential Life team.

**5. Contribute to the coordination of a department, divisional and University-wide response to a crisis situation and provide therapeutic support, mental health assessment and assistance whenever required (outside clinical hours)**

- 5.1 Collaboration, communication and attendance (including taking the chair), at case meetings with key divisional and school colleagues as well as outside agencies with regards to crisis, Imminent Risk, Fitness to Study and appropriate referrals to services.
- 5.2 Identify, be knowledgeable about and liaise with services within the University and externally and be able to refer appropriately.
- 5.3 To contribute to activities in the wider University concerned with promoting students' emotional and psychological wellbeing

**6. To create positive working relationships with members of university staff and the GP Practice to promote the Therapeutic Service and offering consultation to members of the University as required.**

- 6.1 Developing and delivering training sessions and briefings for university colleagues.

- 6.2 Attend and represent the Service at relevant casework meetings and institutional mental health and wellbeing related meetings during administrative hours.
- 6.3 To have editorial responsibility for the standard, quality, relevance and accuracy of all information, advice, and guidance (including online) for the team.
- 6.4 To participate as an active team member, not only within the University Therapeutic Service, but also as a member of Wellbeing, Therapeutic and Residential Life Services.

**This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed**

## **INDICATIVE PERFORMANCE CRITERIA**

- Effective and timely therapy resulting in quality provision of one-to-one and group activity
- University Colleagues and students have a clear understanding of provision and appropriate access providing positive feedback
- Service development that reflects the clear needs of the client groups and is responsive to changing needs of students and the sector
- Collaborative and joined up working with department, division and university which enhances efficiency and contributes to the lowering of risk.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Demonstrable ability to utilise fully, both the clinical and administrative aspects of this role.
2. Demonstrable ability to liaise effectively, to develop effective and useful relationships with a range of people, and to provide accurate advice with clarity and relevance to the circumstances under discussion.
3. Sensitivity to the circumstances of students, including cultural awareness and an understanding of the lives of different groups of students.
4. Possession of excellent and concise interpersonal, administrative and communication skills
5. Demonstrable ability to prioritise and make decisions while working across organisational boundaries in a complex organisation.
6. Demonstrable ability to use a range of IT systems and aptitude to adapt to and utilise a range of student-case databases.

7. Demonstrable ability to be autonomous, use own initiative and be able to work collegiately within a team.
8. Demonstrable ability of being self-motivated, with the ability to work under pressure and to manage the stress associated with peaks in demand.
9. Commitment to follow policies of the University Therapeutic Service, including flexible working when required.
10. Experience of delivering training or similar workshops
11. Experience of working with young adults
12. Successful completion of an enhanced DBS check

## **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Professionally trained and qualified as a cognitive behavioural therapist
2. A degree or equivalent qualification and hold, or able to evidence near achievement of ~~accredited~~ membership of one of the following professional associations: BABCP
3. A comprehensive understanding of mental health issues in higher education comprising an awareness of therapeutic and non-therapeutic interventions designed to promote better student mental health
4. Significant clinical experience, including time limited work, in either a primary or secondary care setting
5. The capacity for resilience in managing the challenges and demands of high- frequency, short-term therapy, working with complex cases associated with a high risk of suicide.
6. Able to work respectfully and collaboratively with operational and administrative colleagues and as part of a team of therapists with different modalities and approaches
7. Clinical experience of, or currently on course working towards becoming a clinical supervisor.
8. Clinical experience of providing therapy both online and on the telephone with clients.

## **DESIRABLE CRITERIA**

1. Clinical experience of, or working towards, facilitating therapeutic groups and psycho-educational groups and workshops