

Gaddum

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Job Description

CBT Therapist

Job Title:	CBT Therapist
Accountable to:	Chief Executive
Responsible to:	Assistant Head of Operations
Reporting to:	Senior Therapy Services Manager (Adults)
Location:	St Wilfred's Enterprise Centre, Hulme. With possibility of working from a GP Surgery in Manchester, other Manchester locations, or remotely.
Salary:	£28,441 per annum, pro rata
Hours:	11.5 hours per week
Contract:	Fixed term until 30/03/2025

Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport.

Job Purpose

As a CBT Therapist, you will be part of a small, diverse team delivering therapy sessions with adults who have been referred to Gaddum's NHS Talking Therapies, for anxiety and depression programme (formerly known as IAPT).

Your working hours will be split over two days consisting of two 'clinics' each comprising four 50-minute therapy sessions with allocated clients, plus admin time. There is flexibility around working hours and days to suit your schedule, and your contracted hours also includes both monthly one-to-one managerial supervision and clinical supervision which you can arrange around your schedule.

Whilst your main role will be delivering therapy sessions, you will also be required to carry out initial assessments with clients from time to time, such as when you have appointment cancellations.

Main Duties and Responsibilities

- Provide time-limited therapy sessions (8-12 sessions) to individuals referred to Gaddum. Sessions are offered via telephone, online, and in person, depending on the preferences of each client.
- Ensure that practice complies with NHS Talking Therapies service guidelines, including

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- completing all requirements relating to data collection within the service.
- Undertake initial assessments for new referrals in order to determine the appropriate interventions to meet their needs, and signposting to other services where necessary.
- Make effective use of outcome measures in therapy sessions to monitor and promote wellbeing for clients and contribute to the achievement of overall service recovery targets.
- Arrange and attend monthly external clinical supervision.
- Attend management supervision meetings and team meetings either in person or online. (Any additional hours worked for team meetings are managed via Gaddum's TOIL and overtime policy)
- Record accurate, appropriate, and timely notes using an electronic case management system working within the service policies and procedures.
- Work closely with the administration team who will support with the management of your clinical diary, allocations, and discharges.
- Provide information necessary to monitor and evaluate Gaddum's therapy services, such as case studies or reporting data.
- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to talking therapies, Mental Health, and Primary Care Services.
- Ensure the maintenance of excellent standards of practice, observing BACP ethical framework and/or other guidance, and keeping up to date on new recommendations/guidelines set by the Department of Health (e.g. The NHS Talking Therapies Manual and NICE Clinical guidelines).
- Contribute to the development of best practice within the service.
- Provide a timely response to safeguarding and risk issues that arise, in line with Gaddum's safeguarding procedures.
- Work to Gaddum's policies and procedures, specifically Health, Safety, and Risk Management, Safeguarding, Equality, Diversity, and Inclusion, Confidentiality, and Information Governance.
- Where applicable, adhere to GP surgery procedures where you may be working from.
- Demonstrate an understanding of and a commitment to anti-discriminatory and anti-oppressive practice.
- Develop and maintain working relationships with other Gaddum staff and services.
- Other duties on behalf of Gaddum as agreed.

Organisational Responsibilities

- To actively engage in ongoing personal and professional development, making full use of supervision, appraisal, and learning opportunities.
- To act at all times to promote equality and diversity ensuring inclusive and integrated services.
- To seek advice, support, and guidance as required
- To maintain a general understanding of the work of the whole organisation and attend team meetings/events where possible.
- To adopt a flexible approach to working patterns to suit the needs of the role and responsibilities as required.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job on the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties

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may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are required to work within all of Gaddum's policies and procedures.

This role is subject to an Enhanced DBS check, with a check against the Adults Barred List

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Person Specification

CBT Therapist

Criteria	Essential	Desirable	Assessed
Qualifications & Experience	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>Qualified to Degree, MSc, MA, or Diploma level in CBT.</p> <p>Membership of a relevant Professional body (e.g. BABCP)</p> <p>Qualified or willing to work towards a High Intensity NHS Talking Therapies qualification.</p> <p>Experience of working with clients experiencing common mental health conditions.</p> <p>Evidence of continuing professional development (CPD).</p> <p>Experience of conducting assessments for service, including initial assessments and comprehensive risk assessments.</p> <p>Experience of managing a client caseload and keeping up to date records using a database.</p>	<p>Qualification in other therapeutic approaches such as EMDR or Mindfulness</p> <p>Experience working in an NHS Talking Therapies setting.</p> <p>Experience working to time-limited, short-term interventions.</p>	Application/Interview/Documents

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<p>Skills & Abilities</p>	<p>Excellent verbal and written communication skills, including telephone and video therapy skills.</p> <p>Able to establish client goals, structure sessions and create, sustain and disengage from productive therapeutic relationships.</p> <p>Able to use therapy skills to work empathically with a diverse range of people, settings and situations.</p> <p>Competent computer and technology skills. Able to record and book sessions on our case management system.</p> <p>Able to work within a team and foster good working relationships.</p> <p>Able to make use of supervision to develop and enhance practice, taking responsibility for identifying and meeting own learning and development needs.</p>		<p>Application</p>
<p>Knowledge</p>	<p>A robust understanding of Safeguarding.</p> <p>Ability to use therapy skills within legal, ethical and professional guidelines.</p> <p>Knowledge and competency in basic and problem specific CBT techniques and skills.</p> <p>Knowledge of statutory services and mental health pathways and support across the community care, health and voluntary sector.</p> <p>Knowledge of the NHS Talking Therapies services model and an understanding of the importance of completing Routine Outcome Measures.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>Knowledge of Gaddum and its wider services.</p> <p>Knowledge of other therapy modalities.</p> <p>Knowledges of inclusive and anti-racist working practices.</p>	<p>Application</p>

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<p>Values and Personal Attributes</p>	<p>A commitment to Gaddum's values of being Supportive, Professional, Empowering, diverse and Innovative.</p> <p>A commitment to equality, diversity and inclusion in practice.</p> <p>Flexible and positive work ethic.</p>		
<p>Others</p>	<p>Ability to travel independently (via car or public transport) throughout the areas where services are being delivered.</p> <p>Flexible approach to working hours to meet the needs of the service.</p> <p>Ability to attend team meetings and management supervision meetings on a 4-6 weekly basis.</p>	<p>Ability, with advance notice, to working evenings if required by the organisation.</p>	<p>Application</p>