

## Job Details

Job Title	Mental Health Therapist (OH)
Location	Home-based with limited travel
Reporting to	Clinical Operations Manager

## Main Purpose of Job

- ❖ To conduct psychological wellbeing assessments (60%) and time-limited counselling (40%) for employees referred by their employer in compliance with the BACP Ethical Framework and in consideration of quality and consistency of service delivery.

## Accountabilities

- ❖ Accountable to Clinical Operations Manager (Malcolm Smith).
- ❖ Contribute towards safe working practices across the MH team.
- ❖ Conducts Psychological Management (MH) Assessments, reporting on the outcomes within agreed PAM OH standards, policies and procedures.
- ❖ Manages Health Records ensuring safe storage, security and confidentiality of all OH records, at all times complying with relevant legislation including GDPR and good practice.
- ❖ Produces management reports as required.
- ❖ Actively promotes fitness for work, both preventative and rehabilitative, raising the profile of OH amongst all levels of employees and management.
- ❖ Supports the Businesses in reducing absence and improving their people potential at all times.
- ❖ Provides clear pragmatic advice to clients and employees that adds value to their decision making.
- ❖ Seeks continuous improvement in the service provided, identifying opportunities to develop the function and proposing improvements and suggestions for continuous improvement.
- ❖ The post holder will work with a number of clients in a homebased or peripatetic role within an agreed geographical region.

- ❖ You will be expected to contribute to the business success and work closely with clients to deliver Safe Effective Quality Mental Health services with an OH setting.
- ❖ Some travelling as part of the role may be necessary however PAM will always look to minimise this.
- ❖ You will use our systems and must have good IT skills using the internet and Microsoft Office software.
- ❖ We typically work 8 hours per day and provide reports to clients on the day of the consultation.

### Complexity & Creativity

- ❖ To conduct psychological management assessments within an Occupational Health (OH) setting for employees referred by their employer, providing robust and defensible advice and opinion to managers regarding the mental health status of their employees (**60% of work load**)
- ❖ To use proven therapeutic skills to provide time-limited counselling to employees referred by their employer (**40% of work load**)
- ❖ Providing robust and defensible counselling discharge reports at the completion of time-limited counselling sessions.
- ❖ Maintaining a high standard of work with PM referral assessments and therapy sessions.
- ❖ To follow Occupational Health red flag and safeguarding procedures when risk is reported in assessment or therapy sessions.
- ❖ In conjunction with OH Client Services to manage your day-to-day diary of 7 billable hours within an 8-hour working day.
- ❖ Additional tasks as discussed and agreed with your Clinical Operations Manager

### Skills, Experience & Knowledge

- ❖ PG Dip or MA/MSc in counselling, psychotherapy or CBT
- ❖ Minimum of 2 years post graduate experience in a valid and associated field.
- ❖ BACP/ BABCP/ UKCP accredited or working towards accreditation.
- ❖ Experience of safeguarding and managing risk with client groups.
- ❖ Strong report writing skills (further training provided)
- ❖ A clear and concise verbal and written communicator.
- ❖ IT literate with MS Windows, ability to quickly learn inhouse systems and a competent typist.

### Contacts

- ❖ Client Service Coordinators
- ❖ Clinical and business managers
- ❖ OHAs/OHNs/OHTs/Therapists
- ❖ OHPs
- ❖ Business Support Staff
- ❖ Business Development Colleagues

External

- ❖ Client Managers
- ❖ Employee's
- ❖ GP and other health professionals
- ❖ Rehabilitation service

## Personal Specification

Personal Qualities	Essential or Desirable
Passion for mental health and personal development	E
Confidence and commitment to work with others	E
Problem solving and a 'can do' attitude	E
Focus on quality and delivery of the highest levels of service everyday	E
Client orientated and commercially aware	D
Results orientated	D
Ability to persuade and motivate others	E
Highly competent in IT skills as a user	E
Excellent report writing skills with simplicity and pace	D
Ability to work in a commercially and service driven environment	E
Committed to being the best you can be everyday	E
Ability to communicate at All levels	E
An empathic individual who can manage competing demands on their time.	E
A team player who is able to work collaboratively.	E

## Values and Behaviours

- ❖ **Hard Work & Enthusiasm** – We believe hard work should be rewarded and we appreciate employees who go that extra mile to achieve their goals. Enthusiasm to us, comes from within, and shows a real passion for what we do.
- ❖ **Teamwork & Friendship** – We want all of our colleagues to have a feeling of belonging, and we understand that collaborative working means better decisions making and supporting one another to achieve common goals.
- ❖ **Loyalty & Improvement** – PAM Group are committed to its employees and dedicated to their personal and professional development. PAM Academy mentors' colleagues and provides support to help them be the best they can be every day.



**People Asset Management Limited**

Holly House, 73 Sankey Street, Warrington, WA1 1SL

**T 01925 22 70 00**