



## Job Description: Assistant Psychologist

**Responsible to:** Managers / Directors

**Job Purpose:**

To liaise with others and support the qualified psychologists in the provision of clinical psychology services

**Main Duties and Responsibilities:**

**Clinical**

1. To contribute to psychological, behavioural and risk assessments.
2. To participate in the risk assessment process through gathering and collation of relevant information.
3. To provide, as appropriate, psychological interventions to service users, as outlined by the clinical psychologist and to monitor outcome.
4. To help develop group work materials, lead sessions and evaluate effectiveness.
5. To participate in community assessments and skills training.

**Research and Evaluation**

1. By agreement to undertake or contribute to research relevant to the service and to evaluate individual and other programmes.
2. To advise and encourage research conducted by other health professionals.

**Teaching**

1. To contribute to relevant teaching sessions to staff of other disciplines and to colleagues.
2. To participate in the preparation of teaching materials.

**Management and Administration**

1. To maintain appropriate records of work undertaken, and any other information requirements.

The Richardson Partnership for Care - Accounts Assistant / Administration  
Job Description

**Professional Development**

1. To observe professional codes of conduct at all times.
2. To observe agreed operational policies.
3. To attend and contribute to professional meetings.
4. To seek, as appropriate, supervision of all work, and to maintain records of supervision sessions.

**Personnel**

1. All Staff and Management will be expected to attend training sessions from time to time for which adequate notice will be given.

**Property**

1. To support the Homes Managers in all fire regulations issues.
2. To ensure all furniture, fixings and general fabric of the building is kept to a good standard.

**Additional**

1. To undertake, by mutual agreement, any additional duties which may, from time to time, arise i.e. marketing.
2. As a responsible member of staff, duties to be carried out in an appropriate manner and in accordance with all relevant Health & Safety legislation and guidance procedures, including those laid down by policy.
3. The post-holder must not by any act of omission, or on their part, create a threat to Health & Safety to any person or themselves.

**Performance Appraisal**

In the interests of service user care, and to assist all personnel to achieve their objectives, the company will carry out an annual appraisal interview.

The individual needs and personal development will be identified, and the appropriate action points established.

The Richardson Partnership for Care - Accounts Assistant / Administration  
Job Description

The above is intended to indicate the nature of duties required and should not be regarded as an exhaustive list.

The above job description is intended to act as a flexible guide to the duties of the post and will, therefore, require revision in consultation with the post holder to reflect any changing requirements to enable The Richardson Partnership for Care to achieve its goals and objectives.

**Declaration**

I, the undersigned, declare that I have read and fully understood my Job Description. I further understand that failure to carry out any tasks mentioned therein could result in re-training or disciplinary action being taken against me.

**Signed**

**Employee**

**In the presence of**

**Recruitment Co-ordinator.**

**Date**