

# REFUGEE THERAPY CENTRE

Clinical Director

## Job Description

<b>Job Title:</b>	Clinical Director
<b>Accountable to:</b>	The Board
<b>Salary:</b>	£30,000-£35,000 p.a., pro-rata depending on experience
<b>Working Hours:</b>	Tuesday – Friday 10am - 7pm including one hour break

---

### **Introducing the Work of the Refugee Therapy Centre**

The Refugee Therapy Centre is a small and friendly charity providing psychotherapy and counselling to refugees and asylum seekers in their own languages. Our focus is on helping individuals and families who have suffered to come to terms and move on from their experiences and to enable them to regain control and enjoyment of their lives. Working in 18 languages, we aim to respond sensitively and respectfully to the cultural and linguistic needs of refugees and asylum seekers.

### **We are looking**

We are looking for a competent Clinical Director to organize and oversee all aspects of clinical work at the Centre, supervising and directing everything clinical from employees and contributing to plan for budgets, technology and operations. As clinical director the post holder must possess excellent management and mentoring skills, be an outstanding communicator, able to resolve conflicts and issues, have a deep respect for policies and ethics and can inspire that in others. The goal is to ensure the smooth running of the clinical work and aiming to maximum performance.

**This position is for two days initially and can be increased on review and availability of funding.**

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To provide assessments and culturally sensitive therapeutic support to refugees and asylum seekers referred to the Centre who have been subjected to torture and organised violence.
2. To provide clinical supervision on a regular basis.
3. To maintain a high standard of record keeping, including appropriate records of assessments, progress report, closing summary and any other work undertaken.
4. To contribute to monitoring of the effectiveness of work
5. To oversee the organisations and attend regular clinical meetings
6. To oversee all patient care and provide supervision to clinical coordinator

7. To plan and participate in the provision of training and the re-development of Centre training
8. To maintain an overview of changes within the asylum system and the changing issues facing asylum seekers and refugees, as well as cultural and political situations in the countries which clients are coming from.
9. Devise strategies and plans for the clinical work according to centre standards for excellent service and growth
10. Assume co-responsibility of budgeting and resourcing with Operational Manager
11. Plan and recruit therapists to ensure centre is staffed with qualified personnel
12. Oversee cases and schedules for all clinical work
13. Coordinate and supervise clinical staff providing constructive feedback
14. Evaluate performance and discipline employees when necessary
15. Monitor compliance to legal guidelines, internal policies and quality standards

### **General**

1. To report to the Board and cooperate with audit activities on regular basis and as required.
2. To adhere to the policies of the Centre in respect to Equal Opportunities, Confidentiality, the Code of Ethics, the Code of Practice, the Guidance on Good Practice and all other relevant policies.
3. To comply with the Data Protection Act and the Protection of Children Act.
4. To undertake such other duties as may be requested, required or delegated by the Board.

N.B. This job description is intended as an outline of the general areas of activity and will be reviewed on an annual basis and amended, if necessary, in light of the changing needs of the organisation.

### **QUALIFICATIONS AND EXPERIENCE:**

The person appointed will be a post qualified Psychoanalytical Psychotherapist and be registered with BPC, or UKCP.

Be fluent in at least one refugee language, with experience of working with refugees, asylum seekers and people from ethnic minorities in inter/multicultural settings.

### **Person Specification**

- Able to communicate effectively with clients, staff and other practitioners
- Able to establish and maintain appropriate therapeutic relationships

- Able to motivate self and manage time effectively and work with Centre Operational Manager
- Basic IT skills and the use of Microsoft Word
- Experience of working with interpreters where needed, and able to provide additional debriefing and support to interpreters

## Requirements

- Proven experience as clinical director or other managerial position
- Experience in clinical supervision and program management
- Solid understanding of budgeting, resourcing and performance evaluation procedures
- Excellent knowledge of standards (e.g. ISO) and regulations for the clinical field
- Proficient in MS Office and computer systems (e.g. patient management software)
- Excellent communication and people skills
- Exceptional organizational and leadership skills
- Aptitude in resolving issues and conflicts
- Experienced in clinical administration, medical science, psychology or relevant field; MSc/PhD will be appreciated

**To apply**, please submit two copies of a full and complete CV, including a covering letter and details of two referees by post to the RTC, 1A Leeds Place, Tollington Park, London N4 3RF.

*Please note applications submitted only electronically will not be considered.*

*Closing Date: 10<sup>th</sup> October 2018 with panel interview within 2/3 weeks of the closing date.*

As part of its recruitment policy, the RTC is determined to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

\*RTC is committed to Safeguarding Children and Vulnerable Adults and will carry out enhanced DBS and full pre-employment checks of selected candidates, as well as two references.