

REFUGEE THERAPY CENTRE

Job Description and Person Specification

Job Title:	Sessional Child and Adolescent Psychotherapist/ Clinical Psychologist
Accountable to:	Clinical Director
Salary:	Negotiable depending on qualification and experience
Working Hours:	To be arranged depending on client and Centre requirements

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 12 languages at present, the Centre's aim is to respond sensitively and respectfully to the cultural and linguistic needs of refugees and asylum seekers.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

1. To provide assessments and culturally sensitive therapeutic support to children, adolescents and their families referred to the Centre.
2. To attend and participate in clinical supervision on a regular basis. (Note: this commitment will be in addition to your hours of work).
3. To contribute to the monitoring of the effectiveness of work undertaken by providing regular written and verbal progress reports on existing cases, always maintaining a high standard of record keeping.

GENERAL:

1. To report to the Clinical Director and cooperate with audit activities as required.
2. To adhere to the policies of the Refugee Therapy Centre in respect to Equal Opportunities, and other relevant policies.
3. To comply with the Data Protection Act.
4. To comply with the Protection of Children Act.
5. To comply with all Refugee Therapy Centre's Policies (Data Protection Policy, Confidentiality in the Office, Guidance of Good Practice, Code of Ethics, Code of Practice, Clinical Procedure, Supervision Policy, Child Protection Policy, Equal Opportunity Policies, Policy for Promoting Racial Equality, Policy on Acceptable Use of IT, Health & Safety Policy).

QUALIFICATIONS AND EXPERIENCE:

The person will need to be a qualified Child and Adolescent Psychoanalytic Psychotherapist and be registered as such with UKCP, BAP or BPC, ACP or fully accredited with BACP.

Experience of working with Refugees and Asylum Seekers or other ethnic minorities is desirable.

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 will be amended in light of the changing needs of the organisation.

Person Specification

1. Able to communicate effectively with children and their families, staff and other practitioners
2. Able to establish and maintain appropriate therapeutic relationships
3. Able to motivate self and manage time effectively
4. Basic IT skills and the use Microsoft Word
5. Experience of working with interpreters where is needed, and able to provide additional debriefing and support to interpreters

Data Protection

Due to the confidential nature of our work, it is required of all employees to sign and adhere to Data Protection policies; any information viewed or obtained from computerised data systems at the Centre must be treated with the utmost confidentiality and must not be disclosed to any unauthorised persons or organisations.

DBS Disclosure

The post holder would be required to undergo an enhanced DBS check prior to starting employment.

Confidentiality

The Refugee Therapy Centre operates under a strict policy of confidentiality. All information concerning patients, clients or staff must be treated as strictly confidential at all times.

Equal Opportunities

It is the aim of the Refugee Therapy Centre to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, sexuality, age or disability. To this end the Centre adheres to an Equal Opportunities Policy which all employees must respect.

Office Hours

The usual office hours are 10.00 a.m. – 7.00 p.m. Tuesday to Friday. Sessional workers' hours are flexible based on needs and availability of clients and room.

Payment and Tax

Sessional therapists at the Refugee Therapy Centre need to hand their invoice of hours they have worked before the 20th of each month. Delay in doing so will result in payment being included in the following month's cheque. Sessional therapists are responsible for the payment of their National Insurance contribution and Tax for their earnings at the Refugee Therapy Centre. The Refugee Therapy Centre is not responsible.

Normal Place of Work

The Refugee Therapy Centre is currently located at 1A Leeds Place, Tollington Park, London N4 3RF.