



JOB DESCRIPTION

Job Title:	FFT CW Supervisor (Clinical, Forensic, Counselling Psychologist or Systemic Family Therapist).
Grade:	Family Psychology Mutual scale equivalent to 8b (£49,242 - £59,964)
Operationally Accountable to:	Programme Manager
Professionally Accountable to:	Programme Manager
Responsible for	Line management of all staff within the service, including all professionally qualified and unqualified staff (Business officer) Systematic provision of the FFT CW service by supervising all the FFT CW workers (up to 7)
Base:	Norwich
Contract type:	Permanent
Sessions:	Full time

Background

Family Psychology Mutual, www.fpmcic.com is a new and expanding social enterprise (spun out of Cambridgeshire County Council) based in Huntingdon, Cambridgeshire. FPM, in collaboration with Bridges Fund Management have been contracted by Norfolk County Council to deliver an edge of care service. The service will be delivering FFT-CW across Norfolk with staff based in Norwich, Kings Lynn and Thetford. This new service complements our FFT services in London and Suffolk our MST services in Cambridgeshire.

Family Psychology Mutual is seeking to recruit a new FFT-CW Team which will comprise an FFT-CW supervisor (clinical psychologist/family therapist), band 8b equivalent and up to 7 FFT-CW workers plus a business support assistant. There will be regular contact between the FFT-CW team members and joint supervision. The service will be embedded with Norfolk Social Care but maintain an independent perspective and position.



JOB SUMMARY

To ensure the systematic provision of a high quality specialist treatment service to young people who meet criteria as set down by FFT CW LLC and are at risk of an out of home placement. To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological and systemic practice within the service and to ensure that all FFT CW workers adhere to the principles of the FFT CW programme. The post holder will be responsible to maintain and secure clear referral pathways. A requirement of the job is to carry out audit, policy and service development and research activities. In line with performance review, to propose and implement policy and service development changes within the service and guide the change processes to ensure a reduction in neglect and a reduction in out of home placements.

The post holder will hold a reduced case load of 3 to 5 cases and will receive training alongside the FFT CW workers to develop adherence to the FFT CW model under supervision of the national FFT CW consultant so that full supervision of all staff can be achieved in the second year. Training for this clinical supervisory role will be provided in the second year.

Liases with:

FFT CW programme manager of FPMFFT-
UK national consultant (www.fftllc.com) FFT
programme manager of FPM
FFT Steering Group
Board of the company established for the contract
delivery of the Social Impact Bond
Delivery and Performance Manager for contract
adherence and data collection
Norfolk County Council Social Care and
Commissioners
New York Foundling

KEY RESPONSIBILITIES

Clinical:

1. To have clinical oversight of all FFT-CW cases. To lead and to provide a functional family therapy child welfare service in accordance with the Functional Family Therapy Child Welfare clinical model as the Team Supervisor. To be directed by the FFT CW Consultant in adhering to the principles of the intervention methodology.
2. To undertake systemic assessments of children and families using the FFT CW assessment procedures as may be appropriate to assess the suitability of referrals. This will include assessment of presenting risks. Using assessment material to provide clear systemic formulations that aid FFT CW as an evidence based clinical intervention for children, families presenting with highly complex problems and neglect. To continue to evaluate risk and safeguarding through the intervention including at point of discharge.



3. To line manage FFT CW therapists and to take responsibility for ensuring that FFT CW therapists adhere to FFT CW principles and to the FFT CW treatment process. To provide regular individual supervision and support to target clinical competency needs and to remove individual barriers to effective implementation of FFT CW therapy, including providing structured feedback and coaching to FFT CW therapists to promote positive outcomes for children and young people.
4. To lead the quality assurance of the service and to ensure that assessments are of a good quality and are adherent to the intervention principles. To collect data relevant to FFT CW and to the effectiveness of the service and to manage this effectively and in accordance with data protection standards.
5. To work in ways which are sensitive to and appropriate for the needs of families from a wide range of racial, cultural and religious backgrounds and be sensitive towards differences in sexual orientation. To take a proactive stance in challenging racism and discrimination and support the development of a culturally competent service.
6. To direct the delivery of FFT CW to children and families with complex problems and managing these within the context of multidisciplinary working.
7. Exercising autonomous professional responsibility for the FFT CW intervention from assessment to treatment and intervention plans to the discharge of clients whose presentations are managed by FFT CW therapists.
8. The provision of clinical advice to referrers on the appropriate use of FFT CW and other family therapy and systemic interventions in order to ensure that referral flows are of a high quality. This may include undertaking professional development with referrers and organisational systems.
9. To initiate and participate in evaluating FFT CW so that the effects go beyond individual cases and improve the effective running of that service for the individuals, children, young people and/or their families.
10. To contribute to the requirements of CPD provision and support the learning and development of the team and in collaboration with the FFT CW Consultant and FFT CW Programme Manager.
11. To participate in multidisciplinary meetings, child protection case conferences and reviews, etc. providing professional advice on individual care programme planning and other clinical matters as necessary.
12. To prioritise own workload and the workload of the FFT CW team to ensure that skills and capacity are used to greatest effect and with recognition of competing demands and flow across Norfolk.
13. To negotiate appropriate professional relationships with stakeholders and referrers in both statutory and voluntary agencies to ensure that casework is appropriate to the child and family's needs and that FFT CW therapists can achieve desired outcomes.
- 14 To communicate, in a highly skilled and sensitive manner, to clients, family carers and others as appropriate, information that may be contentious or highly distressing concerning the assessment, formulation and treatment plans of clients under their care
14. To maintain the records of service in line with the agreed policies of the company.



15. To manage exposure to distressing and emotionally charged circumstances for self and for therapists. This may necessitate managing sessions/meetings in which there is high expressed emotion, between family members and towards the therapist; managing systemic rapport as well as the delivery of psychological interventions and team/live supervisory interventions, (time out, telephone etc) to maximise the relationship between team and family.

16. To participate in professional development meetings within the company including discussion regarding in house policies and future service development.

17. To hold a case load of 3 to 5 families to learn the FFT CW model of working and to obtain and maintain the fidelity adherence required to become the FFT CW supervisor of the team.

Management and professional leadership

1. To be a member of Family Psychology Mutual and to contribute to, participate in and adhere to the values, ethos and policies of the company

2. To directly manage the multi-disciplinary staff (six members) of the Specialist FFT CW Service, being responsible for their supervision, support and appraisal. The staff consists of 6 FFT CW workers with a background of Social Work or Psychology and one part-time Business Officer. To be fully responsible for all new recruitment of staff and job descriptions, evaluations and appraisals. To ensure full management and operational duty cover at all times of programme operation.

3. To recruit, coach and supervise FFT CW therapists according to FFT CW principles.

4. To participate in the formulation and implementation of clinical and operational practices and procedures as appropriate so that FFT CW is successfully implemented and embedded across the clusters.

5. To work closely with the Programme Manager in developing referral pathways across Norfolk.

6. To liaise closely with the Programme Manager to secure a referral pathway and constant referral stream in line with the contract agreement

7. To maintain links with key local stakeholders across a range of agencies, including children's services, CAMH and the youth offending service and attend meetings where appropriate. To keep accurate and up to date records of professional activity and ensure provision of routine clinical and professional statistics to the relevant stakeholders

8. To ensure the principles of clinical governance are incorporated in service delivery by maintaining a high-quality service based on agreed clinical standards. To deliver written reports as required for both the company and for the consortium

9. To participate in and establish priorities for non-clinical activities e.g. projects, audits and research to further the development of FFT CW and that of the company

10. To consider user voice in the refinement of the FFT CW intervention and in assuring the competence of the service delivery.



- 11 To ensure the high ethical delivery of casework.
12. To lead child protection and safeguarding practice in regard to cases held by the team.
13. To be ready to challenge poor practices as necessary.
14. To hold authorised signatory for payments for equipment, travel expenses, training of staff and expenditure for client activities
15. To coordinate the FFT CW team and ensure that all FFT CW requirements and standards are met and coordinated.
16. To collect and collate data pertaining to key performance indicators in collaboration with the Performance Manager.

Teaching, training, and supervision

1. In common with all applied psychologists and systemic therapists receive regular clinical supervision in accordance with good practice guidelines from the FFT CW Consultant and FFT CW Programme Manager and by receiving the FFT CW core training and an additional supervisors training in the second year.
2. To gain additional highly specialist experience, skills and training relevant to the FFT CW service (as agreed with the professional manager) and in line with BPS and/or AFT/UKCP policy on CPD.
3. To provide highly specialist advice, consultation, supervision and training to the FFT CW staff working with the client group across a range of agencies and settings, where appropriate.
4. To coordinate supervision to the FFT CW staff, mainly in group and occasionally individually and attend the consultation session in the first year and in the following years provide the supervision to the staff.
5. To secure adherence to the FFT CW model by advising FFT CW workers to work in accordance with the FFT CW principles and to provide clinical supervision in line to improve certain skills to increase adherence.
6. To deliver in-service training workshops and seminars on FFT CW within the clusters and in other settings as appropriate.
7. To continue to develop expertise in the area of professional pre and post-graduate training and clinical supervision.
8. To present at local, regional and national events on FFT CW, as required.
9. To participate in the annual Appraisal process
10. To attend all relevant mandatory training as and when required to do so and ensure your staff does as well
11. To coordinate the FFT CW team and ensure that all FFT CW requirements and standards are met and coordinated.

Information Technology

The post holder is expected to have good keyboard skills and word processing skills, to be able to work with the Family Psychology Mutual, Children's Services data bases and the FFT CW case management system, which is an extended client information and



therapy process data base that keeps notes electronically. Training in this will be provided. A good working knowledge of Outlook is essential as this is the main staff communication channel. Basic knowledge of Excel is advisory for data collection and evaluation.

Research and service evaluation

1. To take the lead, as a senior clinician, in planning and implementing systems for the evaluation, monitoring and development of the FFT CW service, through the deployment of professional skills in research, service evaluation and audit.
2. To utilise theory, evidence-based literature and research to support evidence based practice in individual and family work for the presenting problems.
3. To work with the Performance Manager to collect the required data, ensuring that the team provide appropriate data for the SPV Board and fully co-operate with the programme. To keep an accurate database of all referred clients and their progress and client outcome.
4. To report to the steering group providing progress reports as appropriate

General

1. To ensure the development and promotion of best practice in systemic therapy within the service area and contribute across the service, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of anti-social behaviour and children on the edge of care.
2. In common with all Systemic Psychotherapists receive regular consultation and continuing professional development in accordance with UKCP requirements and AFT standards of good practice and guidelines. For psychologists to comply with the ongoing registration requirements of HCPC.
3. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes. To ensure the development and articulation of best practice in systemic therapy within the service area and contribute across the service by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
4. To ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice AFT/UKCP policies and Norfolk and Family Psychology Mutual policies and procedures
5. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
6. To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain an up to date knowledge of all relevant legislation and local policies and procedures implementing this.



7. To ensure that all duties are carried out to the highest standard, and in accordance with currently quality initiatives within the work area.
8. To comply with all relevant Family Psychology Mutual policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
9. The post holder will be required to work flexible hours and to travel across Norfolk

Equality & Diversity

Family Psychology Mutual is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Community Interest Company we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with our service is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Equality and Diversity Policy and the commitments and responsibilities with it.

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community. '

Quality and Patient Safety:

Family Psychology Mutual will be inspected by CQC for quality and safety and it promotes the following:

1. Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
2. Implementation of NICE guidance and other statutory / best practice guidelines. *(if appropriate)*
3. Infection Control - To be responsible for the prevention and control of infection
4. Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence
5. To contribute to the identification, management and reduction of risk in the area of responsibility
6. To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience



7. To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis
8. To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

The post holder will need to ensure to have an understanding of, and comply with Family Psychology Mutual’s procedures for promoting and safeguarding the welfare of children and vulnerable adults and to ensure that the staff managed ,are complying with these procedures and that appropriate records are kept.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such the post holder will require an enhanced DBS check

- Family Psychology Mutual is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Post Holder’s Name Date	Signature
Professional Manager (if applicable) Date	Signature
Service Manager Date	Signature

Date: