



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Functional Family Therapy Supervisor</b> (Clinical, Forensic, Counselling Psychologist or Systemic Family Therapist).
<b>Grade:</b>	Family Psychology Mutual scale equivalent to 8b
<b>Operationally Accountable to:</b>	FFT Programme Manager
<b>Professionally Accountable to:</b>	FFT Programme Manager
<b>Responsible for</b>	Line management of all staff within the service, including all professionally qualified and unqualified staff (Business officer) Systematic provision of the FFT service by supervising all the FFT workers (total 4)
<b>Base:</b>	Ipswich but with County wide travel across Suffolk
<b>Contract type:</b>	Permanent
<b>Sessions:</b>	Full time

## Background

Family Psychology Mutual, [www.fpmcic.com](http://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 Suffolk County Council to deliver an edge of care service. The service will be delivering FFT across Suffolk with staff based in Ipswich, Lowestoft and Bury St Edmunds. This new service complements our FFT service in London and our MST services in Cambridgeshire.

Family Psychology Mutual is seeking to recruit a new FFT Team which will comprise an FFT supervisor (clinical psychologist/family therapist), band 8b equivalent and 6 FFT workers plus a business support assistant. There will be regular contact between the FFT team members and joined supervision. The service will be embedded with Suffolk Social Care but maintain an independent perspective and position.

## JOB SUMMARY

To deliver a high quality specialist treatment service to young people who meet criteria as set down by FFT LLC and Suffolk County Council who are at risk of an out of home placement. To work autonomously within agreed professional guidelines and to exercise responsibility for the effective governance of psychological and systemic practice within the service. To ensure that all FFT workers adhere to the principles of the FFT programme in how case interventions are conceptualised devised and delivered.

The post holder will be responsible to secure and maintain a clear referral pathway and work closely with Suffolk Social Care. A requirement of the job is to carry out audit, policy and service development. There may be opportunities for research development too.



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 frequency and seriousness of offending and a reduction in out of home placements.

The development pathway for the post holder sets out that they will hold a reduced case load of 3 to 5 cases in the first year and will receive training alongside the FFT workers to develop adherence to the FFT model under supervision of the national FFT consultant. This leads to the full supervision of all staff being achieved in the second year. Training for the full clinical supervisory role will be provided in the second year.

**Liases with:**

FFT-UK national consultant ([www.fftllc.com](http://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  
Suffolk County Council Social Care and Commissioners

**WORKING ENVIRONMENT:**

The FFT team will be co-located with Social Care in three sites in Suffolk. Supervision will be carried out in a dedicated room with a conference call set-up for the supervision each week. Other work will be carried out in shared offices. The post involves sessions carried out in the client's home environments, which may result in exposure to unpleasant conditions, associated with offending behaviour or abuse and neglect. This involves possible exposure to difficult family situations, verbal aggression and violence or abuse of all kinds. The work hours can be varied with the expectation of some late evening session. The post holder will be based in Ipswich but is expected to travel across Suffolk for clinical work, or supervision, business and professional meetings.

**KEY RESPONSIBILITIES**

**Clinical:**

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



3. To line manage FFT therapists and to take responsibility for ensuring that FFT therapists adhere to FFT principles and to the FFT treatment process. To provide regular individual supervision and support to target clinical competency needs and to remove individual barriers to effective implementation of FFT therapy, including providing structured feedback and coaching to FFT 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 and to the effectiveness of the service and to manage this effectively and in accordance with data protection standards under GDPR.
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 to children and families with complex problems and managing these within the context of multidisciplinary working and in collaboration with Social Care.
7. Exercising autonomous professional responsibility for the FFT intervention from assessment to treatment and intervention plans to the discharge of clients whose presentations are managed by FFT therapists.
8. The provision of clinical advice to referrers on the appropriate use of FFT 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 to model referral archetypes.
9. To initiate and participate in evaluating FFT 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 Continuous Professional Development provision and to support the learning and development of the team and in collaboration with the FFT Consultant and FFT 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 team to ensure that skills and capacity are used to greatest effect and with recognition of competing demands and flow across the County.
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 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/consortium.



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 in year one to learn the FFT model of working and to obtain and maintain the fidelity adherence required to become the FFT supervisor of the team.

### **Management and professional leadership**

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

2. To directly manage the staff (six therapists and one business support) of the Specialist FFT Service, being responsible for their supervision, support and appraisal. The staff consists of 6 FFT workers with a background of Social Work or Psychology and one Business Administration 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 therapists according to FFT principles.

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

5. To work closely with Social Care to ensure that the intervention programme is delivering to the most suitable for the referred families.

6. To liaise closely with the SIB Performance Manager to ensure contract adherence and data tracking across key performance indicators.

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 and that of the company

10. To consider user voice in the refinement of the FFT 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 team and ensure that all FFT requirements and standards are met and coordinated.

### **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 Consultant and FFT Programme Manager and by receiving the FFT 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 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 staff working with the client group across a range of agencies and settings, where appropriate.
4. To coordinate supervision to the FFT 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 model by advising FFT workers to work in accordance with the FFT 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 within the County 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, 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 team and ensure that all FFT 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 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 required 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 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 Positive Families Partnership to collect the required data, ensuring that the team provide appropriate data 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 FFT steering group and to the SIB Board 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 Suffolk County Council 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 Suffolk

### **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 may be inspected as part of Children's Services in Suffolk. Client safety is promoted by 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.

<b>Post Holder’s Name</b> <b>Date</b>	<b>Signature</b>
<b>Professional Manager (if applicable)</b> <b>Date</b>	<b>Signature</b>
<b>Service Manager</b> <b>Date</b>	<b>Signature</b>

**Date:**