# Mind in Mid Herts

11 Hatfield Road,

St Albans

Hertfordshire

AL1 3RR

Tel: 01727 865070

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email: admin@mindinmidherts.org.uk

Company limited by guarantee

Registered in England and Wales

Reg No 04746078

Reg. Charity Number 1101678



Dear Applicant,

Thank you for your interest in this sessional Dynamic Interpersonal Therapist role.

Please find attached an application pack.  We look forward to reading your application.

Please send your application for the attention of Bal Bhathal by email bal.bhathal@mindinmisherts.org.uk or Postal address:

Mind in Mid Herts

11 Hatfield Road

St Albans

Herts AL1 3RR

Please note the closing date for applications is 12 Noon, Monday 13th January 2020.

Yours faithfully,

Sharn Tomlinson

CEO

## JOB DESCRIPTION – Dynamic Interpersonal Therapist (DIT) Sessional Worker

**Reporting to: Head of Services**

**Responsible for: Delivering DIT Therapy**

**Hours: Wednesdays - Sessional up to 5 hours per week**

**Fee: £30.00 per 50 minute session including people who do not attend**

**Location / operation: Hertford**

We are Mind in Mid Herts, a leading mental health charity based in Hertfordshire, affiliated to National Mind. With centres in St Albans, Stevenage, Hertford and Welwyn Garden City, we are working to reduce the stigma of mental health diagnosis and we support people with mental health conditions to create a pathway to recovery. We are innovative in creating and increasing access to services to improve wellbeing and to prevent the development of mental health issues. Through education and support we aim to improve people's awareness of how to be proactive in looking after their health and wellbeing. We won’t give up until everyone experiencing a mental health problem gets support and respect.

*Mind in Mid Herts (MiMH) is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of all the ‘protected characteristics’ as identified by the Equality Act 2010.*

Overall Purpose

It will be expected that this sessional worker will deliver DIT therapy to people referred to our service from the NHS Wellbeing team. The clients will be assessed by a Psychological Wellbeing Practitioner (PWP) to be suitable for a course of 16 sessions of therapy

To work with the counselling coordinator to ensure people are offered 1-1 counselling sessions. A key aspect will be embedding a recovery orientated approach to the role and responsibilities. The Recovery Approach includes empathy, warmth, acceptance, authenticity, compassion and humanity.

The post holder will need:

* To focus on the individual person not diagnosis.
* To monitor outcomes and evaluate the service.
* To challenge stigma and provide a leadership role.
* To work in partnership with those who need support and those who support them.
* To enable and support self-management and promote autonomy

Principal Responsibilities

1. **General**

* To develop, maintain and work in line with the aims and objectives of MiMH
* To maintain up-to-date knowledge of legislation, national and local policies and issues in relation to psychological therapies and mental health.
* To ensure that all duties are carried out to the highest standard and in accordance with MiMH quality standards.
* To carry out all duties with due regard to MiMH’s policies and procedures, including the equality and diversity requirements.

1. **Operational / Supervision-Related**

* To attend supervision and training in order to formulate and deliver a course of talking therapy, in collaboration/consultation with individuals and meeting the ethical guidelines as laid out by the BACP.
* Carry out first meetings to ensure a full assessment of the needs of the individual and any risks have been identified
* To provide brief reports on the progress of counselling/therapy and a brief summary of supervision sessions attended;
* To be part of developing processes of assessment, planning, implementation and evaluation of individual, user-led support and recovery plans.
* To plan, monitor and present cases in order to ensure high standards of documentation and communication regarding outcome decisions.
* To work with the team to identify progression routes and provide a safe and supported exit for service users.
* To establish a supportive and respectful relationship with service users.
* To promote empowerment and choice and support individuals to identify their own achievable and realistic goals and agree objectives.
* To support the team and service users to identify and overcome fears and, within a positive relationship, challenge negative self-talk using solution focussed techniques.
* To act as a positive role model, showing professional and caring attitudes and behaviour towards other team members, partners, service users and carers.
* To work in a way that acknowledges the personal, social, cultural and spiritual strengths and needs of the individual.
* To ensure the service is fully accessible.
* To involve service users in every aspect of the service.

**Person Specification**

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| --- | --- | --- |
| Counselling/Talking Therapist | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** |  |  |
| A professional qualification or equivalent degree in counselling or psychotherapy | **\*** |  |
| A professional accreditation (BACP or UKCP) or working towards it | **\*** |  |
| Qualification and Certificate in Dynamic Interpersonal Therapy (DIT) | **\*** |  |
| Supervision |  | **\*** |
| Clean driving licence and use of a car |  | **\*** |
| Experience |  |  |
| Experience of working with people with mental health needs both 1-1 and in groups | **\*** |  |
| Creative and flexible approach to working with individuals | **\*** |  |
| Ability to develop good therapeutic relationships with service users | **\*** |  |
| Knowledge of trauma (post and complex), anxiety, depression and how they may present in primary care | **\*** |  |
| Ability to work as part of a multi-disciplinary team | **\*** |  |
| Ability to deal with stressful and difficult situations in a calm manner | **\*** |  |
| Ability to involve service users and carers in all aspects of the work | **\*** |  |
| Willing and able to work flexible hours | **\*** |  |
| Ability to communicate confidently and effectively, both verbally and in writing, including excellent telephone skills. | **\*** |  |
| Ability to prioritise and manage workload | **\*** |  |
| Ability to maintain accurate and detailed records | **\*** |  |
| Ability to monitor and evaluate services effectively | **\*** |  |
| Experience of implementing and using IAPT questionnaires for measuring and monitoring purposes | **\*** |  |
| IT literate | **\*** |  |
| Knowledge of Microsoft PowerPoint, Publisher, Access and Excel |  | **\*** |

Additional Requirements

* Ensuring that all responsibilities are met in accordance with procedures and the service user/funder requirements
* Ensuring that you abide by our Human Resources policies and procedures as outlined in our Staff Handbook
* Understanding the need for confidentiality when dealing with both internal and external information
* Understanding the importance of conforming to our service requirements and service user needs
* Flexibility to work outside or in excess of standard hours when necessary to achieve objectives required
* Sound knowledge of the charities services specific to the role and appreciation of the impact that poor service has on our customers and our reputation
* Commitment to adhering to Health and Safety guidelines for safe working
* Adherence to legislative requirements
* 8 week notice period

Benefits

* Staff Training and Development
* Supervision individual and group

**Application Form**

|  |  |
| --- | --- |
| **Applicant Initials:** |  |
| **post Applied For:** |  |
| **Post Reference Number:** | DIT5-Hert |

**Using this form**

All fields on this form are to be completed and sent to [recruitment@mindinmidherts.org.uk](mailto:recruitment@mindinmidherts.org.uk), Mind in Mid Herts, 11 Hatfield Road, St Albans, Herts AL1 3RR, quoting the Job Title, Reference Number and your name in the subject. Where a table does not have enough fields, please add additional rows.

**Data Protection**

In accordance with Mind in Mid Hert’s (MiMH’s) Data Privacy Notice, we take care to ensure that all applicant data is appropriately and securely stored and handled. The information on this sheet will be held securely with MiMH’, and will be anonymised when sent to recruiting managers. If an applicant is not appointed for a post, their application and personal details forms will be destroyed. Where an applicant is appointed, their application will be moved into an Employee Folder and remain as long as the employee is employed at MiMH’s.

For full details of MiMH’s approach to Data Privacy and protection, please request our Data Protection Policy.

**Criminal Convictions**

As part of its equal opportunities policy, Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) via the **personal details form**.

Some posts within MiMH’s are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details via the **personal details form**.

**Eligibility to work in the UK**

If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details via the **personal details form**. Please note that MiMH’s is not able to sponsor Visas.

**Personal Details**

|  |  |
| --- | --- |
| Surname: | |
| Forenames(s): | |
| Address: | |
| Postcode: | |
| **Telephone (Home):** | **(Mobile):** |
| **E-mail address**: |  |

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| Please note any disability or other medical condition, which may require special attention at the interview or in the job. |

**Education**

Please give details of your education and all exams passed.

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| --- | --- | --- |
| **Date** | **School/Institution** | **Exams passed** |
|  |  |  |

**Relevant Training Courses**

Please give details all training courses.

|  |  |  |
| --- | --- | --- |
| **Date** | **College/Institution** | **Course, Qualifications, etc.** |
|  |  |  |

**Present (most recent) Employment/Voluntary Work**

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| --- |
| **Employer’s name and address:** |
| **Position held:** |
| **Dates:** |
| **Salary:** |
| **Brief description of duties:** |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Position Held** |
|  |  |  |

**Additional Information**

**Please note that CVs are not considered as part of the selection process.**

Please give a statement regarding how you meet the requirements of the role to which you are applying. You should give details of all relevant experience (please refer to job specification) interests, voluntary work, etc. and specify your reasons for applying for the vacancy. Continue on a separate page if necessary.

**Referees**

One of your referees should be your present or most recent employer and your second reference needs to be someone who has known you for at least 1 year. References must not be provided by a relative or someone sharing your home.   If this is not possible please do continue your application and give us the reasons for not being able to supply these references and we will take that into consideration.

We will not contact your present employer without your permission.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Status:** | **Status:** |

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| --- |
| In the past two years, how many sick leave days have you taken in your present employment? |
| When can you start? |
| An enhanced Criminal Records Bureau Disclosure is required for this post. |
| Have you worked for Mind in Mid Herts in the past in any capacity? |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by MiMH’s and to be dismissed.

Signature

Date

I agree Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

Please tick this box to confirm ☐ Date:

**Equal Opportunities Monitoring Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Please tell us your Age:**  |  |  | | --- | --- | | Under 16 |  | | 16-21 |  | | 21-29 |  | | 30-39 |  | | 40-49 |  | | 50-59 |  | | 60-69 |  | | 70-80 |  | | 80+ |  | | Rather not say |  | |  | 1. **Do you consider yourself to have a disability?**     Yes  No  Rather not say  **2b. If yes do you have a:**    Physical Impairment  Sensory Impairment  Learning Disability  Mental Health Condition (Long Term)  Other Health Condition (Long Term) |

|  |  |  |
| --- | --- | --- |
| 1. **Ethnicity**   **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any Other Asian Background  **Black or Black British**  African  Caribbean  Any Other Black Background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any Other Mixed Background |  | **White**  White British  White Irish  Any Other White Background  **Other Ethnic Group**  Chinese  Any Other Ethnic Group  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rather not say |

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| 1. **Nationality**   Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| 1. **Gender**   Female  Male  Rather not say | **5b. Gender Reassignment**  Do you now, or have you ever considered yourself to be transgender? (tick if yes) |

|  |  |
| --- | --- |
| 1. **Religion or Beliefs**   Atheism  Agnosticism  Buddhism  Christianity  Hinduism  Humanism  Islam | Jainism  Judaism  Sikhism  Any Other Religion/Belief  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Religion or Belief  Rather not say |

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| 1. **Sexual Orientation**   Bisexual  Gay Man  Heterosexual | Lesbian/Gay Woman  Other  Rather not say |

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| 1. **Are you currently providing support to a partner, child, relative, friend or neighbour who could not manage without your help or/and support?**   Yes  No  Rather not say |

*We are asking you to provide us with anonymous information to help reach as many communities as we can. All questions are optional and if you prefer not to it does not in any way effect your access to services. Thank you.*