

Ref: M067

Job Title: Assistant Psychologist/Team Leader

Hours of Work: 37.5 hours per week

Location: Birmingham

Accountable to: Regional Manager

Direct Reports: 2

Salary: £ 24,500

Position Summary:

The purpose of this post is to support funded Brain Injury projects within Birmingham in order to maximise client caseload and results.

Please note irrespective of the post held, at all times you are responsible for the health and safety of yourself, colleagues, services users and visitors.

Objectives of the post:

- To lead the project team to achieve outcomes and progression for clients in accordance with the allocated contract.
- To be responsible for ensuring the fulfilment of contracted client numbers and lead on liaison with referring partner organisations
- To conduct regular team meetings with the team ensuring minutes are documented in line with project procedures/Momentum expectations.
- To conduct initial client interviews to ensure appropriate clients are accepted onto the programme and to be the key contact for prospective clients
- To write summary reports to referrers following initial client interview and ensure relevant outcome measures (Wellbeing STAR) are completed
- To support the team in the development of specific rehabilitation programme plans for individual clients. Renew and update programme plans on an on-going basis, as required including follow on questionnaires to monitor soft outcomes (Wellbeing STAR)
- Assist with marketing the services to Clinical Commissioning Groups, Social Services, Local Government and Occupational Health Departments as required

- Prepare and deliver Cognitive Re-training sessions to groups of individuals with an Acquired Brain Injury, Stroke and Neurological condition, following a specific curriculum and offering strategies to specific barriers identified
- Impart and reinforce good practice in terms of primary work skills such as timekeeping, communication and work discipline
- Participate in internal and external training, meetings and seminars as required
- Maintain accurate records of each client's progress and to take part in case conferences and staff meetings as required
- Maintain client confidentiality at all times
- Contribute, as a member of the team to the development of new training methodologies geared specifically towards meeting the needs of clients
- Ensure Quality assurance standards and practices are in compliance with Momentum's policy and meet the requirements of all funding agencies
- Comply with the rules, regulations and policies currently in force within Rehab Group
- Work with Clinical Psychologist in order to compile data sets following the completion of Wellbeing STAR
- Adhere to safe working practices at all times
- Undertake any other such duties as may reasonably be required to meet together with colleague(s) on an agreed basis to ensure proper co-ordination of the work
- To participate in regular supervision sessions with the team
- To maintain appropriate records and to submit the necessary administrative and financial returns
- To participate in the recommended training courses either on an 'in-house' basis or by external agencies

What you'll need to have:

Essential

- Experience of working in the field of brain injury/with clients who have suffered a brain injury
- Degree in Psychology
- Ability to meet deadlines
- A commitment to equal opportunities
- Excellent verbal and communication skills

Desirable

- Experience of conducting neuro-psychological assessment and cognitive training
- Research and evaluation skills
- Experience in delivering specialist training
- Experience of developing assessment methodology

