

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: CYP- PT PARENTING THERAPIST
BASED: LONDON BOROUGH OF LEWISHAM
DEPARTMENT: BUSINESS DEVELOPMENT
RESPONSIBLE TO: CYP-PT OFFICER

JOB PURPOSE: To work as part of a team to deliver group and 1-1 parenting programmes and interventions from the Incredible Years suite to families in the London Borough of Lewisham, both face-to-face and online.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To assess all families who have been referred to the CYP-PT Parenting Service, as instructed by the line manager. This includes but is not restricted to:
 - Accepting referrals via agreed protocols within the service.
 - Contacting referred families via telephone to undertake an initial conversation, discuss suitability to the allocated intervention and set up an assessment/meeting.
 - Undertaking the assessment of the parent/carer and/or child prior to programme commencement.
 - Using the Routine Outcome Measure assessment and outcome tools including SDQs, GBOs, and BPSEs, and gathering verbal and written feedback.
 - Collation and input of all data into required systems to include the EYA case management database and any other required recording systems.
 - Completing clear and concise assessment notes on the family and through the intervention, ensuring these are filed and stored in accordance with Alliance Data Protection procedures.
 - Attending performance/case supervision meetings with the line manager to discuss the families you are working with, using the opportunity to reflect on your practice and actions.
 - Referring families to relevant services internally or externally or back to the referral agent as necessary (in consultation with the line manager).
2. To work to the highest possible standards of practice in accordance with Alliance policies and procedures and quality standards. This includes but is not restricted to:

- Carrying out risk assessments and following safeguarding / personal safety procedures when conducting assessments, meetings and interventions either online or face to face.
 - Being aware of your responsibilities in safeguarding children and the procedures to follow in reporting concerns and writing accurate reports.
 - Following good practice guidelines for working with families in a safe, friendly and professional manner, always ensuring that support given to the parent/carer keeps the needs of the child at the heart and centre of the work, and follows professional boundaries.
 - Completing all paperwork for each family correctly and according to guidelines given.
3. To deliver the agreed minimum number of Incredible Years group programmes, 1:1 PIPT programmes and other CYP PT Interventions as directed by the line manager. This may be face to face or online delivery, and includes, but is not restricted to:
 - Organisation of all ROMs paperwork required for effective delivery and impact measurement of each programme.
 - Organisation of all resources and equipment required each week for group and 1-1 programmes delivery, in collaboration with colleagues
 - Carrying out outreach throughout the borough, as directed by the line manager, to promote programmes to families and professional colleagues in the local community, and to support sourcing referrals into the service.
 4. To attend case management/performance supervision, CYP-PT team meetings, clinical supervision and other meetings as relevant and directed by the line manager for the purposes of:
 - Meeting with CYP PT colleagues to reflect and share knowledge and learning gained throughout the CYP PT delivery.
 - Responding to and implementing suggestions by supervisors and managers relating to groups and case work.
 - Contributing to the development of best practice within the CYP PT service.
 - Ensuring safe practice and clinical governance obligations of the worker, supervisor and service are delivered.
 5. To gather and collate referral and allocation data, and assist managers in completing the termly and annual monitoring reports as requested.
 6. To attend relevant training and continually update knowledge related to the requirements of the post and to the work of the Alliance.
 7. To work flexibly to enable the service to be responsive to the ongoing and developing needs of service users across the full week – at times this will include some evenings and weekends as directed by the line manager.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Possess a Post-graduate Certificate in CYP-PT Therapy.
2. Possess demonstrable experience of delivering Incredible Years programmes.
3. Demonstrate excellent knowledge and understanding of the range of factors that can impact on the presentation of child behavioural issues, and the rationale for working with parents to address these.
4. Demonstrate knowledge and understanding of neurodiversity in children and young people.
5. Demonstrate excellent knowledge and understanding of issues relating to safeguarding children, young people and vulnerable adults, and experience of working with safeguarding issues including multi-agency working.
6. Demonstrate the ability to use listening skills and work in an empathetic and non-judgemental manner to enable and empower parents to make positive decisions about their children and their family lives.
7. Demonstrate understanding of the needs of vulnerable families within a disadvantaged multi-cultural urban environment.
8. Possess excellent IT skills, experience of Microsoft Office suite, using Word and Excel, case management and reporting databases, internet, email etc.
9. Possess excellent verbal and written communication skills, and the ability to adapt communication styles according to the varying needs of families, communities and professional colleagues.
10. Possess proven ability to produce clear reports and complete assignments in a timely manner.
11. The ability to be organised and able to work independently and proactively on own initiative to a high professional standard.
12. Possess experience of working collaboratively as part of a team.
13. Ability to use supervision to reflect on practice.

Desirable Criteria:

1. Demonstrate an understanding of range of possible services that can work with children and families with behavioural problems.

2. Knowledge of Lewisham borough, including local demographics, family hubs and other local services for families.
3. Experience of delivering Parenting Programmes to families with children with neurodiverse conditions and/or conduct disorder.

TERMS & CONDITIONS:

Grade: 4A

Salary: £20.30 per hour (Including London Weighting Allowance)

Annual Leave: 25 days plus 8 Bank Holidays (pro rata if part-time)

Hours: 18 hours per week

This post is exempt from the Rehabilitation of Offenders Act (1974) and does requires a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature

Date: