

Headway East London  
Bradbury House  
Timber Wharf  
238-240 Kingsland Road  
London E2 8AX

Tel: 020 7749 7790  
Fax: 020 3582 4688

September 2018

Dear Applicant,

**Re: Psychotherapist**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org) and our blog <http://headwayblog.blogspot.co.uk>.

The starting salary for this position is **£34,474.98 - £37,696.44 pro rata (depending on experience)**. The job description and person specification are attached. In order to apply you will also need the following documents, which can be downloaded from the website or sent to you in the post on request:

- Application form
- Ethnic monitoring form

**Please ensure you address the requirements as laid out in the job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org) by **9.00am on Friday 5<sup>th</sup> October 2018**. If you would like further information about the role, please get in touch (my email and number are below). Interviews are scheduled to take place on Wednesday 17<sup>th</sup> October 2018

If you have not heard from us by Mid-November, please assume that your application has not been successful.

Yours faithfully,

Nora Brennan  
Therapy Service Manager

Email: [nora.brennan@headwayeastlondon.org](mailto:nora.brennan@headwayeastlondon.org)

Tel: 020 7749 7790

## **Job Description**

<b>Job Title:</b>	Psychotherapist
<b>Service:</b>	Therapy Services
<b>Based at:</b>	Headway East London, Bradbury House / Enfield Community Brain Injury Service, Edmonton Green
<b>Contract:</b>	Fixed term until 31 <sup>st</sup> March 2019 (with potential for renewal)
<b>Hours:</b>	7 hours/week (Thursdays 9am - 4.30pm including 30 mins lunch break)
<b>Salary:</b>	£34,474.98 - £37,696.44 pro rata (depending on experience)
<b>Line Manager:</b>	Therapy Service Manager

## **Background**

The Headway therapy team comprises Neuro-Physiotherapy, Occupational Therapy, Psychotherapy, Neuropsychology, and volunteer complimentary therapy practitioners.

These therapies are offered within Headway's Day Service (a community where people with brain injury are valued, respected and given opportunities to fulfil their potential) and at times, at someone's home or another venue in the community.

In January 2017 Headway was commissioned by Enfield CCG to provide a Community Brain Injury Service in the borough of Enfield. This service provides specialist therapy services for adults with a non-progressive acquired brain injury except a stroke.

## **Main purpose**

This is a split post between:

- Provide psychotherapy assessments and treatment with people with acquired brain injury (ABI) and in some instances their family members; who have been referred to the Headway East London services
- Facilitating the Enfield Community Brain Injury Service weekly psychotherapy group.

## **Main Duties**

- Counsel people with ABI in group, one-to-one settings on combinations of issues including: trauma and life-changing events; depression and anxiety; adjusting to acquired disability; sexual health; relationship and marriage problems; drug and alcohol dependency; anger management, aggressive and criminal behaviour
- Counsel people with ABI on any other areas that they may raise within parameters agreed in supervision
- Provide couples counselling and family therapy to people with ABI and their family members
- Counsel family members of people with ABI in group and one-to-one settings as required
- Support as necessary each brain injured person according to their varying needs, including cognitive impairment or neuropsychiatric problems associated with ABI

#### Job Description and Person Specification – Psychotherapist

- Be able to independently evaluate progress and adapt therapy as necessary.
- Maintain accurate and up to date documentation for all of caseload and provide written reports for external professionals such as case managers.
- Provide advice to educational establishments, workplaces and other community resources to promote client's successful (re) engagement in education / work / leisure in the community within appropriate professional capacity.
- Assist the assessment team in assessing individuals referred to Headway services, including assisting in the completion of funding applications to statutory services as required.
- Support, advise and provide education for clients and/or carers as appropriate.
- Set a high personal standard of practice and maintain up to date knowledge of clinical professional development in the field of neurological psychotherapy and incorporate this appropriately into clinical practice.
- Participate fully within the Headway East London staff team working closely with all disciplines of the team and participating in team meetings, de-briefs and reviews.
- Be an active member of the in-service training programme, including journal club.
- Plan, organise and deliver specialist advice and teaching to members of the therapy and staff team.

#### Other duties

- Contribute to and participate in effective risk assessment.
- Participate in bi-monthly therapy meetings.
- Be actively involved in the therapy service and contribute to audit and research initiatives as required.
- Being responsible for selecting and requesting appropriate resources.
- Devise and deliver education and training events (presentations, workshops etc) around the treatment and management of clients with ABI in the community, for staff, volunteers and support workers.
- Be accountable for your own professional action whilst recognising professional boundaries and seeking advice from colleagues / professional body, where appropriate.
- Engage in supervision and Headway East London appraisal system; setting and completing objectives
- Attend team meetings and training as required
- Any other duties that may reasonably be required

#### Duties specific to the Enfield Community Brain Injury Service “Enfield”:

- Facilitate the weekly psychotherapy group in the Brain Injury Clinic, Edmonton Green
- Keep accurate up to date records of the group including attendance and monitoring notes
- Liaise regularly with the team to provide updates on issues relevant to member engagement in other aspects of their rehabilitation

*This job description outlines the current main responsibilities of the post, however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.*

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. HCPC/BACP/UKCP accredited counselling/psychotherapy qualification, or counselling psychology qualification at Post Graduate level</li> <li>2. State Registration</li> </ol>	<ol style="list-style-type: none"> <li>1. Evidence of relevant courses/components undertaken e.g. neuropsychology</li> <li>2. Systemic training and experience of working with couples and families</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. At least 18 months post graduate experience of working within a neurological or other relevant setting</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience and qualification in supervision of trainees</li> <li>2. Experience of counselling work with people with acquired brain injury</li> </ol>
<p><b>Skills, Knowledge and Abilities</b></p> <ol style="list-style-type: none"> <li>1. Good understanding of the issues relevant to a person with acquired brain injury</li> <li>2. Ability to work within BACP/HSPC Code of Ethics</li> <li>3. Awareness of the issues associated with traumatic injury, drug and alcohol abuse, sexual health, marriage and relationship stress and disability</li> <li>4. Ability to demonstrate excellent clinical reasoning and problem solving skills</li> <li>5. Knowledge and experience of audit and monitoring</li> <li>6. Demonstrate the ability to work within evidence based practice guidelines</li> <li>7. Excellent organizational and self-motivational qualities</li> <li>8. Good literacy and numeracy skills and working knowledge of Microsoft Office</li> <li>9. Ability to work under pressure and to stay calm in stressful situations</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge and understanding of the demographic Headway East London serves</li> <li>2. Understanding of the voluntary sector</li> <li>3. To be aware of the various other support services available in the Headway East London catchment area</li> </ol>
<p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>1. Personally and professionally responsible</li> <li>2. A commitment to team working</li> <li>3. A commitment to equal opportunities</li> <li>4. Sense of humour</li> </ol>	