Trainee Children’s Wellbeing Practitioner

Ormiston Families Mental Health Service

Norfolk and Waveney

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Trainee Children’s Wellbeing Practitioner, Norfolk and Waveney Children and Young People’s Mental Health Service.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,



Allan Myatt

Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

* Working together with families
* Building partnerships, communities and networks to support families
* Valuing each other to achieve results and improve everything we do

Compassionate

* Listening, so we can understand
* Treating people with respect
* Enabling, recognising and reinforcing achievements

Effective

* Evidencing the impact of our work with families
* Prevention and early intervention being at the heart of our work
* Building resilience to cope and recover from adversity

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**JOB DESCRIPTION**

**Children’s Wellbeing Practitioner (in training)**

**Post Title: Trainee Children’s Wellbeing Practitioner (CWP)**

**Salary: £21,928 during training, rising to £24,832 once qualified**

**Responsible to: Service Manager**

**Accountable to: Service Manger**

**Key Relationships: Clinical Supervisor/Treatment Team**

**CYP IAPT**

The Children and Young People’s Improving Access to Psychological Therapies programme (CYP IAPT) is a service transformation programme delivered by Health Education England and partners that aims to improve existing children and young people’s mental health Services (CYP MHS) working in the community. Children’s Wellbeing Practitioner training will benefit from being integrated fully within CYP MHS and linked to the CYP IAPT collaborative, which brings a valuable organisational infrastructure.

**Job Purpose**

This is a training role within the Children and Young People’ Improving Access to Psychological Therapies programme (CYP IAPT) to achieve a Post-Graduate Certificate as a CWP from University College London. The post-holder will work within a CYP mental health service delivering, under supervision, high-quality; brief outcome focused evidence-based interventions and guided self-help for children and young people experiencing mild to moderate mental health difficulties.

The training and service experience will equip the post holder with the necessary knowledge, attitude, and capabilities to operate effectively in an inclusive, value driven service.

The post holder will attend all university based taught and self-study days required by the education provider, as specified within the agreed national curriculum and work in the service for the remaining days of the week using their newly developed skills.

About you

As the post holder you will have interest and ability to contribute to service development. You will have experience of working with children, young people and parents presenting with a range of mental health difficulties and challenging behaviour.

This post is offered full time hours of 37.5 hours per week.

**Probationary Period**

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives.

Application Process – PLEASE READ CAREFULLY

Applicants must send in a completed online application form; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge, and experience.

This is a training position and so all candidates will need to apply for both the trainee role with our organisation and the UCL Post Graduate Certificate in Child and Young Persons Psychological Wellbeing Practice in order to be shortlisted (for more information about the course and minimum entry criteria, please see the course page: [https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/child-young-persons-psychological-wellbeing-practice-pg-cert](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feu-west-1.protection.sophos.com%2F%3Fd%3Ducl.ac.uk%26u%3DaHR0cHM6Ly93d3cudWNsLmFjLnVrL3Byb3NwZWN0aXZlLXN0dWRlbnRzL2dyYWR1YXRlL3RhdWdodC1kZWdyZWVzL2NoaWxkLXlvdW5nLXBlcnNvbnMtcHN5Y2hvbG9naWNhbC13ZWxsYmVpbmctcHJhY3RpY2UtcGctY2VydA%3D%3D%26i%3DNTlhZmJjNjljOTNiZDgxMmQ5YTJmN2E4%26t%3DMmEwY0xyYlFndE9US2szUWkrMWRJL25ZM0lhcmtDdUlxZjMwblVOSDUzTT0%3D%26h%3D841fece17b484faf85c9b4cd03635665&data=04%7C01%7Ckaren.waters%40norfolk.gov.uk%7C0d3e3797a559473ba02e08d97998706a%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C637674517915306702%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=7l62Jrqro%2FRDeJvCiPvTk18wf%2B96tFC3YzuEWwrW9Cg%3D&reserved=0)). Please complete your university application using the UCL University Application Guidance supplied.

**Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.**

Please note: Only successful applicants will be contacted by Ormiston Families.

Job Description

Job Title: Trainee Children’s Wellbeing Practitioner  
Service: Norfolk Children’s and Young People’s Mental Health Service   
Location: Office base of Norwich Hub with a blend of remote working and working out in the community across Norfolk & Waveney.

**Main Duties and Responsibilities:**

1. Therapeutic skills

1.1. Assess and deliver, under supervision outcome focused, evidence-based interventions to children and young people experiencing mild to moderate mental health difficulties.

1.2. Working in partnership, support children, young people experiencing mild to moderate mental health difficulties and their families in the self-management of presenting difficulties.

1.3. Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcomes.

1.4. Support and empower children, young people and families to make informed choices about the intervention.

1.5. Operate at all times from an inclusive values base, which recognises and respects diversity.

1.6. Accept referrals within agreed national and local protocols.

1.7. Undertakes accurate assessment of risk to self and others.

1.8. Adhere to the service referral protocols. Under supervision signpost unsuitable referrals to the relevant service as necessary.

1.9. Through close case management and supervision, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.

1.10. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help. This work may be face-to-face, by telephone or via other media.

1.11. Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.

1.12. Attend multi-disciplinary meetings relating to referrals or CYP in treatment, where appropriate.

1.13. Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection.

1.14. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.

1.15. Work within a collaborative approach involving a range of relevant others when indicated.

1.16. Work in collaboration with children, young people and communities to enhance and widen access.

**2. TRAINING AND SUPERVISION**

2.1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice based assessments.

2.2 As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination.

2.2. Apply learning from the training programme to practice.

2.3. Receive practice tutoring from educational providers in relation to course work to meet the required standards

2.4. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the worker, supervisor and service are delivered.

2.5. Respond to and implement supervision suggestions by supervisors in practice.

2.6. Engage in and respond to personal development supervision to improve competences and practice.

**3. PROFESSIONAL**

3.1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up to date on new recommendations/guidelines set by the relevant departments.

3.2. Ensure that confidentiality is always protected.

3.3. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.

3.4. Participate in individual performance review and respond to agreed objectives.

3.5. Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

3.6. Attend relevant conferences/workshops in line with identified professional objectives.

Generic Responsibilities – All Posts/Employees

The following are applicable to all posts and all employees.

General Duties

To undertake any other reasonable duty, which is appropriate to the grade when requested by Senior Staff.

To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to the charity’s values.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

Confidentiality and Information Governance

All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or Charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the Data Protection Act 1998.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.

Senior Managers

Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.

Freedom of Information (FOI)

All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the Charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Data Quality

The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Charity’s Policy and Procedures for Data Quality.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Person Specification

|  |  |
| --- | --- |
| Qualifications: | |
| Essential | Desirable |
| A minimum of a second-class Bachelor's degree from a UK university or an overseas qualification of an equivalent standard in a relevant subject (e.g. psychology) | Psychology or other health /social care/youth related undergraduate degree    Evidence of working with children and young people with mental health difficulties |
| Experience: | |
| Essential | Desirable |
| Experience of working with children, young people and families. | Experience of working in mental health or related services  Worked in a service where agreed targets in place to demonstrating outcomes |
| Abilities and Knowledge | |
| Essential | Desirable |
| Ability to study as a self-motivated learner and implement training with appropriate support | Ability to manage own caseload and time |
| Demonstrates high standards in written and verbal communication |  |
| Team Player |  |
| Ability to personally manage at times sensitive, traumatic and potentially emotionally distressing information |  |
| Full, enhanced and current satisfactory DBS disclosure for the role. |  |
| Hold a full UK driving license and ability to travel to meet post requirements |  |

Information about working for Ormiston Families’ Children and Young People’s Mental Health Service

You may find it helpful to know the following information about this position.

Duration:

* The post advertised is a full-time permanent position

**Hours of work and working arrangements:**

* The normal working week is 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service

**Location:**

* The main office base The Hub, Prince of Wales Road, Norwich with some working remotely and in the community across the county.

**Progressing through your grade:**

* Your salary will rise with the scale by one increment each year up to the maximum of the scale. Increments are awarded annually on the 1st April.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Salary:**

* The salary is £21,928 during training, rising to £24,832 once qualified
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Benefits & recognition**

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

**Cycle to Work:**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual leave entitlement:**

* The basic annual leave entitlement is 28 days plus additional leave for employees who have completed 3 years’ service up to a maximum of 30 days as follows:
* Part-time employees receive a pro-rata allowance according to the number of hours they week per week).

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to all permanent employees.

**Occupational sick pay scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides sponsorship to employees who have completed their probationary and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**The Hive:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

**The Well-being Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

Requirements of the post

**Qualifications:**

* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**Medical examination:**

* To ensure the post will not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form on appointment and may be required to have a medical before the appointment can be offered formally.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).

**Immigration, Asylum and Nationality Act 2006:**

* Before you can start working for Ormiston Families a check will need to be carried out to ensure you are eligible to work legally in the UK.
* This check will be undertaken in accordance with the Immigration, Asylum and Nationality Act 2006.
* You must supply proof of your entitlement to work in the UK by producing certain document(s) and you will be asked to bring these to your interview if you are shortlisted.
* Further information on working in the UK can be found by clicking on the link below to the UK Border Agency website: Link: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

**Disclosure and Barring Service (DBS) checks:**

* As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check
* Employment can commence once the check has been satisfactorily completed.
* If a candidate has a conviction on their DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people or vulnerable adults to be explored at interview
* As this post involves working either with children and young people or vulnerable adults Warner or Safer care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Travelling requirements:**

* Ormiston Families positively encourage the use of technology to communicate and engage but in this role, you will need to travel.  You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.  Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses policy and within Her Majesty’s Revenue and Customs guidelines. If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the named contact.

* If you use your own vehicle for the purposes of work you must ensure that your insurance policy covers you for this purpose.

**No smoking:**

* Ormiston Families operates a Smoke Free Premises policy.

# Standard Terms and Conditions

# **Probationary period:**

* All new employees of Ormiston Families will be required to complete a 6-month probationary period. This may be extended in some circumstances.

# **Equal opportunities**:

* Ormiston Families seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.

# **Data protection:**

* Ormiston Families is required by law to comply with the Data Protection Act 1998.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.

**Notice:**

* Once your probationary period is completed, you will be required to give at least 4 weeks’ notice in writing of termination of employment dependent upon length of service.
* You are entitled to receive a similar period to the notice you have to give or the minimum statutory provision under the Employment Right’s Act 1996, whichever is greater, as set out below:

Grades 1-7:

* Less than 6 months’ service: 1 month
* More than 6 months’ service: 1 month

Grades 8-9:

* Less than 6 month’s service: 1 month
* More than 6 month’s service: 2 months

Grades 10–14:

* Less than 6 month’s service: 1 month
* More than 6 month’s service: 3 months

Application Process

* Applicants must send in a completed application form.
* You must demonstrate that you hold the personal competencies required for the role and how you meet the relevant qualifications, experience, knowledge and skills.
* **Ormiston Families is an equal opportunities employer.** 
  + **We value diversity and welcome applications from all sections of the community.**
  + **We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.**
* Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources [hr@ormistonfamilies.org.uk](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Applications will be considered and those shortlisted for interview will be informed.
* If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.
* The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health.
* The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.
* The successful candidate will be asked to provide evidence of identity and qualifications.

Closing date for completed applications: Thursday 7th October 2021

Interview date for short listed candidates: To be confirmed

**Any queries, please email:** Rachel.Burrows@ormistonfamilies.org.uk **or call 0800 977 4077**