



BOYLE FAMILY RESOURCE CENTRE

Job Description

Job Title	Therapeutic & Clinical Lead Boyle Counselling and Psychotherapy Centre / Deputy Manager Boyle FRC
Location	Boyle Family Resource Centre, Boyle, Co. Roscommon (onsite)
Reporting to	Board of Management and Manager Boyle FRC
Role Summary	<p>The Therapeutic & Clinical Lead provides clinical leadership across the therapeutic service. The Therapeutic & Clinical Lead is responsible for clinical governance reporting directly to the Manager of Boyle FRC to ensure the safe and effective delivery of therapeutic services.</p> <p>They will work with the Manger and Board of Directors in the best interests of Boyle FRC CLG.</p>
Our vision	<p>An inclusive community where children, individuals, couples and families embrace life, achieve their full potential and contribute to the society in which they live.</p>
Terms and Conditions	<p>Contract: Permanent – full time subject to adequate and sustainable funding.</p> <p>Probation: 9months, with reviews at 3 and 6 months.</p> <p>Hours: 35hrs per week (Flexibility and evening work required)</p> <p>Salary: GRADE VII (HSE) 55,024 56,367 57,938 59,514 61,096 62,508 63,947 65,346 66,736 69,128 71,529 LSIs</p> <p>Pension: PRSA, 5% Employer contribution, min 5% employee contribution</p> <p>EAP: Access to an employee assistance programme</p> <p>Annual Leave: 25 days.</p> <p>Garda Vetting, and satisfactory references, will be sought prior to the successful candidate taking up the post.</p>

Duties & Responsibilities

- Promote and maintain the vision and work of Boyle FRC
- Demonstrate a understanding and enthusiasm of the work of Boyle FRC and a Community Development approach
- Staff Management and support in the delivery of safe, high quality therapeutic interventions
- Overseeing of clinical policies and procedures in delivering a safe, high quality and effective clinical service. This includes the development and monitoring of local clinical systems and processes from receipt of referral and initial assessment to delivery of evidence informed interventions and routine outcome measurement.
- Manage waiting list and appropriate allocation of clients
- Maintain an agreed clinical caseload
- Knowledge of community-based models of mental health service delivery, including preventative programmes, mental health literacy and promotion
- Fulfil obligations as per The Children First Act 2015, acting as Designated Liaison Person for Boyle Family Resource Centre and overseeing the implementation of Child Protection Policy
- Ensure best practice in clinical governance, up to date accreditation and insurance
- Ensure all therapists attend individual and group supervision
- People management including Therapists and Admin staff on site and satellite sites.
- Probation and performance management and individual management support meetings
- Identify and monitoring risk in relation to the clinical service and ensure that risk management strategies are implemented and reviewed as needed
- Oversee staff training, inductions, rostering and record completion
- Ensure compliance with General Data Protection Regulation (GDPR) and (National Employment Rights Authority)
- Oversee file management in-line with GDPR, data protection and confidentiality
- Act as a representative for Boyle Family Resource Centre locally, regionally and nationally.
- Liaise closely with relevant stakeholders
- Ensure that effective Clinical Governance, Quality, Client and staff safety procedures are in place.
- Implement all policies and procedures and monitor and ensure compliance by all staff
- Ensure Health & Safety compliance in centre/ with staff
- Work within an agreed budget
- Identify training and development gaps within the service and present proposals to bridge the gaps vis-a -vis relevant courses or developmental programmes.
- Deal promptly with issues as they arise within agreed timeframes and provide feedback where appropriate

	<ul style="list-style-type: none"> • Provide reports to the Manager as required within agreed formats and timeframes. • Work with and support manager of Boyle FRC. • Undertake any other duties as determined by the Manager and/or Board of Directors
<p>Education, Skills & Experience</p> <p>All essential unless stated otherwise</p>	<ul style="list-style-type: none"> • A recognized qualification at minimum Level 8 or higher qualification on the NFQ framework in Counselling & Psychotherapy or a Level 9 in Counselling Psychology • Be fully accredited Psychotherapist with IACP, BACP, IAHIP, FTAI, IAPTP, APPI, NAPCP, APCP, PSI or ICP (<i>desirable</i>) • Qualification to work with Children & Adolescents (<i>desirable</i>) • A minimum of three years supervisory and senior clinical management experience (<i>desirable</i>) • Experience of being a DLP (<i>desirable</i>) • Excellent communication and interpersonal skills • Experience of working with a broad cross section of staff and professionals, across agencies/communities • Proven track record as a leader within the healthcare or clinical environment with excellent organisational and inter-personal skills • Strong analytical skills • Demonstrate capacity and commitment to reflective practice in order to facilitate personal and team learning, professional development and service improvement. • Ability to prioritise tasks and work to tight deadlines • Excellent IT skills with the capacity to maximise technology to increase efficiencies in processes and procedures. Experience with databases an advantage. • Proficient in using Microsoft Office • Outgoing manner, able to establish relationships with a variety of people, and to be confident in presentation and communications. • Self-motivated and proven ability to take the initiative. • Effective communication skills with an ability to write and present reports in a clear, concise and factual manner.
<p>Planning & Organising</p>	<ul style="list-style-type: none"> • Demonstrates an ability to plan, organise, and prioritise workload, and to reach and meet deadlines on time • Understands the importance of liaising with and updating colleagues of their responsibilities in terms of management and its delivery • Understands the importance of working within budget • Develops efficient work plans for complex projects involving many groups, and effectively implement and coordinate these plans • Prepares for, anticipates, and effectively deals with problems and roadblocks

<p>Open Communications:</p>	<ul style="list-style-type: none"> • Ability to work co-operatively as part of a team. • Respects and listens to the opinions of others and takes their contribution into consideration • Demonstrate ability to communicate effectively in a variety of media. • Demonstrate leadership ability and creativity in effecting meaningful change. • Ability to collaborate with partners to deliver on a collective vision. • Ability to establish and maintain good working relationships with a variety of individuals and organisations • Motivates and leads with a positive attitude, open to helping team members at all times • Demonstrates an ability to establish clear and appropriate boundaries in relationships with staff and clients, and with the handling of confidential and sensitive information
<p>Problem Solving</p>	<ul style="list-style-type: none"> • Anticipates issues arising and effectively analyses outcomes • Commits to assisting team members with solving problems • Demonstrates the ability to work independently and make responsible decisions when a difficult issue arises
<p>Integrity and Trustworthiness</p>	<ul style="list-style-type: none"> • Leads by example in terms of honesty, impartiality & compassion in dealing with others • Exercises good judgment and maintains confidentiality • Insists on integrity at all levels of their work.
<p>Application Process</p>	<p>Application form and cover letter to be received by Boyle FRC no later than 12pm on Friday 14th July.</p> <p>Shortlisting will take place</p> <p>Interviews will be held week of July 24th in Boyle FRC.</p>