



Job description

Post title:	Clinical Manager (Birmingham)
Reporting to:	Clinical Director
Purpose of Post:	To manage the clinical work in our Birmingham Centre
Key Relationships:	Clinical Director, supervisors, Centre Manager, therapists, CEO, London Clinical Manager, Outreach Services Manager and administrative staff.
Terms:	£36,000 p.a., pro-rata for 12 hours.
Hours:	12 hours per week
Location:	Digbeth, Birmingham. The post requires travel to other agencies in the Birmingham area and to our London centre.

Main Responsibilities

- To assess and allocate new clients approaching icap for therapy, ensuring appropriate procedures are followed;
- To oversee the client journey from assessment to allocation
- To work with the Clinical Director, supervisors and therapists to ensure excellent clinical standards across the organisation;
- To attend bi-monthly meetings of the supervisor team;
- To attend and Chair Clinical Team meetings.
- To attend Clinical Management Meetings with Clinical Services Manager (London), Outreach Services Manager and Clinical Director
- To attend line management meetings with the Clinical Director
- To work with the Clinical Director to ensure effective recruitment, clinical professional development, and supervision of clinical staff;
- To support the Chief Executive and Clinical Director to promote and represent the organisation externally at inter-agency and clinical meetings;
- To attend clinical supervision with a supervisor appointed by icap
- To liaise with the London Clinical Services Manager and the Outreach Services Manager

Duties

Clinical

- To assess and allocate new clients, ensuring high quality care is provided at all times;
- To facilitate regular communication with the Birmingham team of therapists and supervisors;
- To manage and support members of the clinical team
- To work with the Clinical Director to recruit therapists and supervisors;
- To keep up-to-date with developments in the field of psychotherapy, and ensure clinical services are in accordance with best professional practice;
- To ensure that all clinical staff in the Birmingham centre and outreach services comply with the requirements of relevant professional/ regulatory procedures and protocols and any government legislation;
- To chair therapists' meetings ;
- To undertake clinical risk assessment and risk management in partnership with the Clinical Director;

Managerial

- To ensure compliance with icap clinical policies such as those on client attendance, CORE completion and completion of six-monthly reports
- To work in conjunction with staff from other agencies in the development of new services and maintain best practice models of any multi-disciplinary and inter-agency working;
- To foster positive clinical working relationships with partner agencies and funders;
- To support the Chief Executive and Clinical Director in the development of icap and, where appropriate, promote and represent the organisation externally at inter-agency and clinical meetings;
- To carry out such other duties within the scope of the post as may be requested by the Clinical Director.

Administration/ IT

- To maintain excellent written records of all work
- To be responsible for providing own administrative support