



Job description

Post title:	Clinical Services Manager (London)
Reporting to:	Clinical Director
Purpose of Post:	To manage clinical work in our London Centre, Finsbury Park
Key Relationships:	Clinical Director, supervisors, Centre Manager, therapists, CEO, London Clinical Services Manager, Outreach Services Manager and administrative staff.
Terms:	£36,000 p.a., pro-rata for 21 hours.
Hours:	21 hours per week over 3 days
Location:	Finsbury Park, London N4

Main Responsibilities

- To manage the client journey from referral to allocation for new clients including oversight of assessments and allocations
- To act in the role of senior therapist in the service, providing case consultation if required
- To manage the therapist team ensuring compliance with icap clinical policies and procedures
- To work as part of the Clinical Management Team with Clinical Services Manager (Birmingham), Outreach Services Manager and Clinical Director
- To work with the Clinical Director on recruitment of therapists and clinical professional development
- 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 attend clinical supervision with a supervisor appointed by icap

Duties

Clinical

- To triage new referrals to the service
- To oversee the assessment and allocation of all new clients including liaison with the therapist team conducting assessments
- To work closely with the Clinical Administrator who leads on the administration of the clinical service
- To act as a first point of contact for clients and other people in distress contacting the organisation.
- To keep up-to-date with developments in the field of psychotherapy, and ensure clinical services are delivered in accordance with best professional practice;
- To undertake clinical risk assessment and risk management
- To provide clinical cover within the service as required

Managerial

- To manage and support the therapist team including regular liaison with clinical supervisors
- To attend bi-monthly clinical team meetings, monthly supervisors' meetings, fortnightly clinical management meetings and line management meetings with the Clinical Director
- To ensure compliance with icap clinical policies such as those on client attendance, CORE outcome evaluation, client contributions and client records, pro-actively addressing issues that arise
- To foster positive clinical working relationships with partner agencies and funders
- To carry out such other duties within the scope of the post as may be requested by the Clinical Director
- To induct new team members including ensuring that they are familiar with icap clinical policies and procedures
- Managing the work of the assessing psychotherapist(s) in the service
- To work with the Clinical Management Team on the development of new clinical policies and procedures.

Administration/ IT

- To maintain excellent written records of all work
- To be responsible for providing own administrative support
- To contribute to reports for Trustees and funding bodies.