



DAUGHTERS OF CHARITY

Disability Support Services

JOB DESCRIPTION

JOB TITLE: STAFF GRADE PSYCHOLOGIST – ADULT SERVICES, DUBLIN

RESPONSIBLE TO: HEAD OF DEPARTMENT

EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY

DUTIES AND RESPONSIBILITIES

1. Ensure that each person with an intellectual disability is treated with the utmost respect and dignity.
2. To attend supervision to support monitoring of caseloads in order that service users and families receive optimum benefit from the psychological service.
3. Working within the agreed policies and codes of practice within the psychology profession.
4. To maintain a high standard in relation to assessment, diagnostic, therapeutic and recording procedures.
5. To attend clinical supervision on a regular basis to ensure high quality service delivery.
6. Undertake psychological assessments and carry out appropriate therapy for service users and those referred to the service on a residential or day attendance basis.
7. Initiate, implement and monitor interventions as appropriate to the professional standards of a psychologist.
8. Provide on-going support, information and assistance to employees working with service users.
9. Maintaining collaborative working relationships with psychology colleagues and other members of the multi-disciplinary team.
10. To work as part of the multi disciplinary team and participate in case conferences as requested.
11. Ensure that confidentiality is maintained at all times in relation to all aspects of work.
12. Maintaining proper records of services provided, ensuring all client assessments are filed appropriately in a manner compatible with the F.O.I. act.

...../ **Staff Grade Psychologist, Dublin**

13. Comply with the GDPR policy of the organisation in relation to the management and storage of service user information
14. Provide professional reports as necessary and co-operate in appropriate research projects approved by the Service.
15. Maintain detailed statistical or other records relating to psychology.
16. To furnish as requested reports or other statistical information.
17. Monitoring and keeping up to date with new developments in the area of psychology.
18. Participate in the annual performance review system.
19. Maintain a high standard of work performance, attendance, appearance and punctuality.
20. Ensure the health and safety policy is fully complied with.
21. Any other duties as may be required from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Services.

Core Competencies

Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.

Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.

- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

Innovation & Creativity

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.
- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

Leadership Potential

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

Problem Solving & Decision Making

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

Team work

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.
- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

Communication & Interpersonal Skills

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.