



## Job Description

**Job:** Assistant Psychologist.  
**Location:** Children's Disability Network Team 6, based in Co. Wicklow.  
**Contract Hours:** Full Time Post, 35 hours per week.  
**Contract Type:** 2-Year Fixed Term Contract.  
**Reporting to:** Children's Disability Network Manager (CDNM), or delegated manager.

### Overall Purpose of the Post:

To work under the clinical supervision of a Psychologist in providing psychological support, including therapeutic support and formal assessments, to children and young people (aged 0 – 18 years) attending our service.

### Duties:

Under the guidance and supervision of the Supervising Psychologist, the Assistant Psychologist may be involved with: -

- Responding to incoming queries and referrals to the Psychology department
- Contributing to the development of psychological resources for service users, families, schools and other health and education professionals
- Regular review and maintenance of the Psychology referrals database
- Collaborating with all members of the multi-disciplinary team in delivering therapeutic interventions, including associated administrative duties
- Operate within the Psychological Society of Ireland's (PSI) Code of Ethics.
- Developing the skills needed to engage in clinical assessment and diagnostic skills relating to the psychological and emotional needs of children and young people within the context of their presenting developmental difficulties and/or disability.
- Developing the skills needed to engage in assessment relating to the adaptive functioning, intellectual functioning, behaviour and emotional wellbeing of the children and young people attending the service.
- Developing the skills needed to engage in therapeutic intervention drawing upon concepts and techniques within various therapeutic frameworks.
- Developing the skills needed to engage in functional assessments of behaviour and collaborating in the development of behaviour management plans.
- Co-facilitating skills group interventions aimed at children, young people and their families.
- Developing the skills needed to engage in the evaluation of group interventions, clinical audits and related development of programmes to meet the needs of service users and their families.
- Developing the skills required to produce concise and timely clinical notes, progress reports and assessment reports.
- Managing confidential data and client information.

- Developing the skills needed to engage effectively with outside agencies and advocate for the children and young people attending the service.
- Undertaking any other duties that may arise, from time to time, that are within the level and responsibility appropriate to the Assistant Psychologist's competency and training to date.
- Undertaking any reasonable traveling requirements, in order to fulfill the tasks and responsibilities of the role.
- Participating in regular support and supervision from the Psychologist.
- Continuously developing professional knowledge and expertise, attending and participating in learning and development events, meetings and conferences (as requested/approved by supervisor/line manager) to ensure up to date knowledge relevant to the role.
- Attending and participating in regular team and other meetings, both internal and external.
- Developing competencies working within a biopsychosocial model of clinical practice.
- This description is not restrictive and the post holder may be required to carry out other duties as requested by their manager/supervising Psychologist.

**Please note:** Due to current staffing resources, it is important that the person understands that we cannot guarantee access to any particular experience, but we will do our best to try to provide them with duties that are relevant to their role.

**This description is not restrictive and the post holder may be required to carry out other duties as requested by the Supervising Psychologist/CDNM.**

**GDPR compliance, In the course of carrying out the duties of this job and working with others which will include but is not limited to compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed, to minimise exposure to breach GDPR.**

#### **Terms & Conditions:**

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible to:</b> | Children's Disability Network Manager (CDNM), or delegated manager.                                                                                                                                                                                                            |
| <b>Probation:</b>      | A probationary period of six months applies to this post, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion. |
| <b>Salary:</b>         | The single point salary scale for this post is €31,424 pro rata per annum.                                                                                                                                                                                                     |
| <b>Annual leave:</b>   | Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.                                                                                                                                                               |
| <b>Pension Scheme:</b> | Enable Ireland operates a contributory pension scheme which all employees may join following their start date.                                                                                                                                                                 |
| <b>Medical:</b>        | The successful candidate will be required to undergo a medical assessment.                                                                                                                                                                                                     |



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| <b>Garda Clearance/<br/>Police Clearance:</b> | These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Sick Pay:<br/>(If applicable)</b>          | <p>All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p> |
| <b>Redeployment:</b>                          | In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.                                                                                                                                                                                                                                                                                                                                                                                                              |