ST. MICHAEL'S HOUSE Services For People With Disabilities

Ballymun Road
Ballymun, Dublin 9
D09DX37

Tel: (01) 884 0200
Email: info@smh.ie
Website: www.smh.ie

Job Title	Assistant Psychologist – Adult Services
Employing agency	St. Michael's House
Salary	**Salary Scale**: The successful candidate will be paid in line with the June 2026 HSE revised consolidated Psychology Assistant pay scale (point 1; €34,410 based on working a 35-hour week). **Please note this salary scale only has 1 point.**
Annual Leave	Annual leave entitlement is 24 days pro rata per annum.
Working Hours	21 hours per week based on a 3-day week.
Contract Type	Part-time, Specific purpose contract
Probation	A probationary period of 6 months applies, wherein two probationary meetings will take place to review your performance and suitability for appointment. The employment may be terminated at any time during the probationary period should the employer find that the appointee is unsuitable to continue employment. The probation period may be extended at the Employer's discretion.
Reporting to:	Principal Psychology Manager in Adult Services
Supervision	Clinical supervision will be provided by a qualified psychologist and in line with PSI Guidelines.
Location:	St. Michael's House Adult services operate out of 3 main offices, situated in Ballymun, Coolock and Goatstown, with day services and residential services situated throughout these areas. The location of this post will be in Ballymun.
Purpose of the Post	The Assistant Psychologist will carry out clinical and administrative duties that support the Psychologists' and the Interdisciplinary Team (IDT) in providing a high-quality service to Adults with complex needs arising from their disability. The Assistant Psychologist always works under the supervision of a qualified Psychologist.

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Qualification	Essential requirements: • Candidates must hold an honours graduate qualification in Psychology and be eligible for Graduate Membership of the Psychological Society of Ireland, (second-class honours degree in psychology) • Work experience in a clinical or educational setting, preferably with adults or children with a disability, in a paid or voluntary capacity. • Demonstrate an understanding of the practice of psychology in Disability Services. • Evidence of strong organisational skills • Evidence of excellent interpersonal skills and an enthusiastic and flexible attitude to work Desirable: • Further education or training relevant to the role of an Assistant Psychologist. *A copy of academic certificates must be submitted with the application. *To qualify candidates must meet citizenship criteria by the date of any job offer
Clinical Duties and Responsibilities:	<u>Clinical</u> • To assist the clinical supervisor in conducting psychological assessments such as direct observation, formal psychometric testing, semi-structured interviews, and report writing. • To assist the clinical supervisor in delivery of a range of evidence-based interventions for adult service users. • To assist with the provision of advice/support programmes, group sessions and workshop/trainings as required. • To work as a member of the inter-transdisciplinary team providing an integrated and coordinated service to adult service users. • To provide on-going support, information and training to professionals working with adult service users under the

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guidance of the clinical supervisor.

<u>Professional</u>

- To operate within the PSI Code of Ethics and professional standards.
- To participate in supervision and seek additional supervision when required.
- To maintain a high standard of work performance, attendance, appearance and punctuality.
- To comply with organisational policies, procedures and guidelines.
- To maintain collaborative working relationships with psychology colleagues and other members of the Interdisciplinary team.

<u>Organisational/Administrative</u>

- To work as part of the interdisciplinary team and participate in relevant meetings, working groups and network meetings as requested.
- To plan, prioritise and manage workload in line with discipline and team prioritisation.
- To assist in administrative tasks of clinical work.
- To maintain quality standards within the service and participate in quality developments.
- To maintain relevant databases and organisational systems as required.
- To maintain statistical records and input to service reports as required.
- To maintain materials and equipment relevant to psychology, such as psychological tests, information packs and resources.

<u>Research/CPD</u>

- To assist the clinical supervisor in the process of research, literature reviews, presentations and contribution to articles for publication, as required.
- To participate in training and developmental opportunities

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	as identified and agreed with supervisor. • To assist in audit and service evaluations.
Health & Safety	These duties must be performed in accordance with St Michaels House health and safety polices. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood. 1. Participate and cooperate with legislative and safety standards as required. 2. Comply with all health and safety policies as required. 3. To participate and implement quality improvement initiatives as required by organisation.

Please note:
The above job 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 St. Michaels House Adult Services.

Candidates should note that canvassing will disqualify them.
St. Michael's House is an equal opportunities employer.