| HR191 | **POSITION DESCRIPTION** | UNIVERSITY OF CAPE TOWN<br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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NOTES

- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

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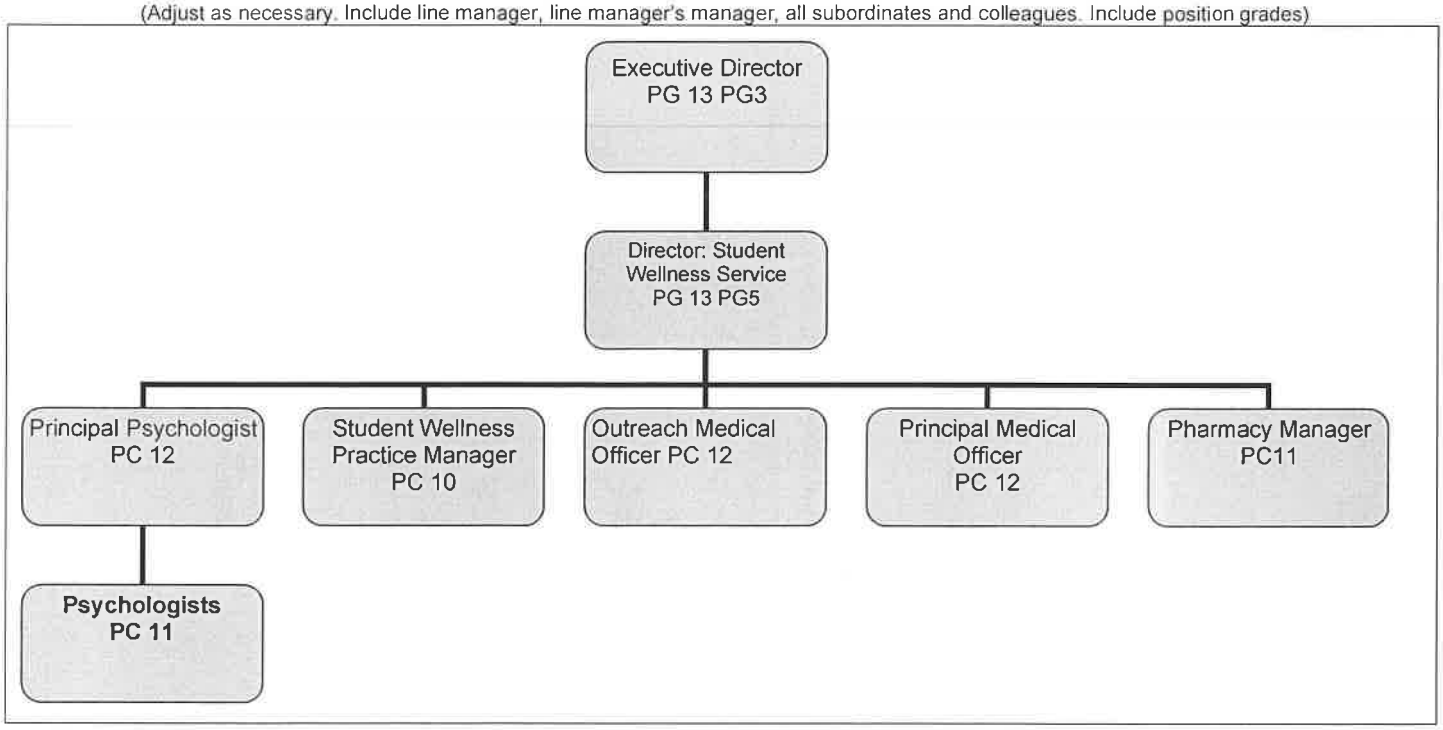
| Position title | Psychologist | | |
| Job title (HR Practitioner to provide) | Senior Clinical Support Specialist | | |
| Position grade (if known) | 11 | Date last graded (if known) | 2011 |
| Academic faculty / PASS department | DSA | | |
| Academic department / PASS unit | Student Affairs | | |
| Division / section | Student Wellness Service (Located in faculty) | | |
| Date of compilation | ~~28 February 2011~~ May 2021 | | |

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)




## PURPOSE

The main purpose of this position is to contribute to the delivery of a responsive service that is student-centered, transformative, and aligned to a Primary Health Care orientation and philosophy in the delivery of mental health services as well provide students with clinical, educational and advocacy interventions within a student-centered and professional multidisciplinary primary mental health care service. The psychologist is required to work in accordance with the regulations of the professional Board of Psychology (HPCSA), as well as to promote the institutional and departmental mission and values within the Division and the SWS always.

CONTENT

| | Key performance areas | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used) | Outputs<br>(Expected results) |
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| 1 | Clinical/Counselling work: | 75% | • Formulating and implementing an appropriate treatment plan in line with the service needs and policies of the SWS including working from the location in faculty service points accessible to students.<br>• Contracting with the student for the suitable psychological therapy, psychosocial counselling and/or making the appropriate referral and follow up.<br>• Offer short term brief intervention modality of service with no longer than 6-8 sessions per cycle and take on new clients into counseling on a monthly basis and utilizing the SWS NGO collaborations for referral of students for long term therapy.<br>• In the case of a psychiatric emergency, arranging and follow up of admission to an appropriate hospital.<br>• Prepare the appropriate documentation, note taking and correspondence including using the medical information system to record information and ensuring that students book their own appointments in the SWS booking system.<br>• Explore the suitability of other treatment options external to SWS for referral of clients out of your care to long-term individual, couples, family or group interventions.<br>• Assessment and referral for brief term or long -term groups and participation in the co-facilitation of group interventions.<br>• Plan, co-ordinate and facilitate therapy and psycho-educational groups.<br>• In conjunction with Student Wellness staff, and within the professional scope of practice, respond to, manage and contain mental health emergencies, including trauma, assault, sexual assault, abuse, panic attacks, psychotic presentations, acute anxiety disorders, para-suicides as they present at the Student Wellness Service.<br>• Participate in in-house training programme/workshops run by SWS in order to keep up with new mental health care developments/practice/knowledge (this is separate from CPD requirements which are the responsibility of the incumbent as part of own HPCSA registration).<br>• Maintain registration with, and adhere to practice guidelines and ethical codes as stipulated by, the relevant professional board/council to guide general clinical practice. | Clinical service is rendered in a manner that is responsive and within the bounds of the professional scope of practice |

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| 2 | Mental Health/Psychosocial Education & Promotion | 10% | • Needs assessment of, and appropriate responses to, specific requests for psychosocial interventions from the University of Cape Town student body and staff.<br>• Participate in policy work and other activities aimed at development and promotion of mental health of UCT community.<br>• Promote mental health/psychosocial education, awareness and related life-skills in line with Student Wellness Service requirements through, inter alia:<br>o Individual consultations with students.<br>o Planning, co-ordination & implementation of activities focusing on the psychosocial development of the student body & campus community, including life skills, mentoring & orientation programs & workshops /Expos.<br>o Preparation of educational materials including posters, pamphlets, website etc<br>• Talks to parents, relevant staff, UCT Radio etc | SWS Mental Health services are delivered appropriately and effectively to UCT community |
| 3 | Consultation, Liaison & Advocacy | 5% | • Liaison with other members of the SWS team, other divisions within DSA and other relevant units within the university including assisting with training, and supporting staff with regards to mental health issues.<br>• Consultation/liaison with members of the academic, administrative and residence staff for clinical purposes and in order to build up a support network for present and future students.<br>• Consultation and liaison with other mental health professionals and specialist units as required for clinical purposes within context-specific Student Wellness Service policies, practices and protocols.<br>• Assist and refer appropriately students who have difficulties with, for example, academic performance, housing, nutrition, food/catering, finances, legal aid, health & safety on campus, other resource identification.<br>• Bring issues and problems arising on campus or in students' lives that negatively affect students' mental health/wellness to the attention of SWS management in order that systemic solutions can be sought.<br>• Participate in mental health advocacy programmes as required. | Clear alignment of operations to the SWS strategic plan |

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| 4 | Administrative Tasks | 5% | • Contribute to the performance of the Student Wellness team as a whole through:<br>o Assisting colleagues as necessary to ensure as smooth and professional a service to students as possible.<br>o Performing additional administrative tasks that fall within the professional scope of practice as required and negotiated with line manager.<br>• Keep accurate records of all consultations on student client file, on the Management Information System complete referral forms, file test results/reports etc.<br>• Record and submit monthly statistics to management through use of the medical information system.<br>• Playing an active role in promoting the Mental Health Policy and increasing access to service for students.<br>• Assist and support management of the Student Wellness Service team, through representing the team in other organizations. | Quality psychological services rendered at all times |
| 5 | Other Projects and Tasks | 5% | • Participate in or take on the co-ordination of and/or various portfolios or projects that run within the SWS including:<br>o Drawing up mental health care protocols for specific problems/issues.<br>o Staff training and development initiatives and programmes.<br>o Evaluation research with respect to student need and service pattern surveys; efficacy of psychological therapy studies and lessons for enhanced service delivery planning.<br>o Presenting research/evaluation findings in both internally and externally to professional conferences and/or as articles in professional journals.<br>• Conducting needs assessment and training of stakeholders or non-professional staff where appropriate.<br>• Supporting the larger campus community around mental health and counselling issues where required and appropriate. | All mental health services delivered appropriately and effectively to UCT community |

## MINIMUM REQUIREMENTS

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| Minimum qualifications | NQF Level 9 Master's degree |
| Minimum experience (type and years) | 2 or more years as a practising psychologist<br><br>Advantageous:<br>• Counselling/therapeutic experience in a Higher Education environment<br>• Fluency in one or two indigenous languages |
| Skills | • Personal accountability & commitment to the students as clients.<br>• Strong interest in and empathic attitude to working with students<br>• Flexibility and adaptability to a variety of presenting problems.<br>• Must be able to work within a multidisciplinary team.<br>• Skills and sensitivity to engage students on matters of mental health in forums and similar settings.<br>• Teamwork and sound interpersonal relationship skills. |
| Knowledge | |
| Professional registration or license requirements | Current registration with the HPCSA as a Clinical or Counselling Psychologist and Professional Indemnity |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) | |

Competencies

| Competence | Level | Competence | Level |
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| Analytical thinking/problem solving | 3 | Teamwork / collaboration | 3 |
| Client/student services and support | 3 | People management | 3 |
| Clinical competence as a psychologist | 3 | University awareness | 3 |
| Communication | 3 | Resource management | 3 |

## SCOPE OF RESPONSIBILITY

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| Functions responsible for | Oversee a responsive service that is student-centered, transformative, and aligned to a Primary Health Care orientation and philosophy in the delivery of mental health services |
| Amount and kind of supervision received | Line management |
| Amount and kind of supervision exercised | Team supervision |
| Decisions which can be made | Managing resources and day to day clinical interventions |
| Decisions which must be referred | Appointment of staff and budgetary decisions |

## CONTACTS AND RELATIONSHIPS

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| Internal to UCT | SWS multidisciplinary team, faculties |
| External to UCT | None |