



NOTES

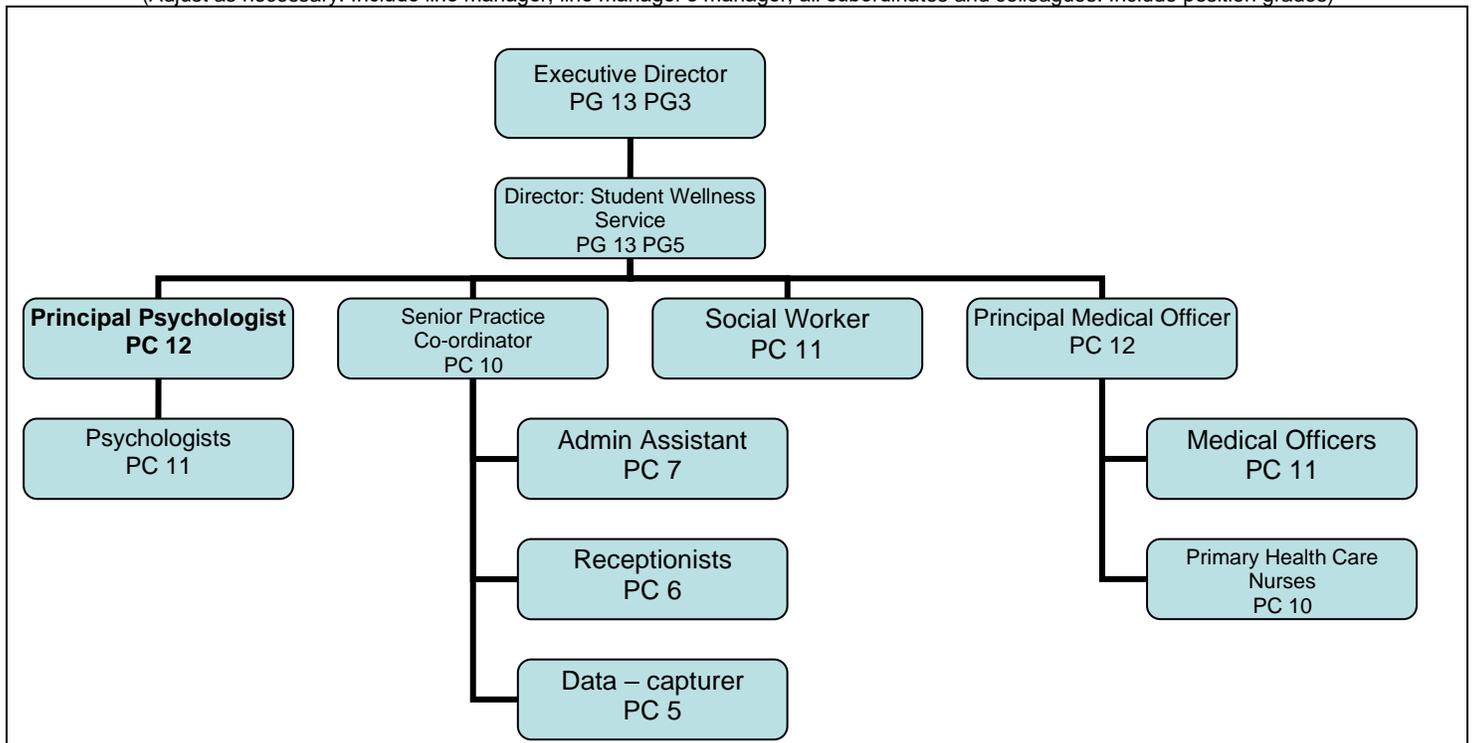
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Principal Psychologist		
Job title (HR Practitioner to provide)	Chief Clinical Support Specialist		
Position grade (if known)	12	Date last graded (if known)	
Academic faculty / PASS department	DSA		
Academic department / PASS unit	Student Affairs		
Division / section	Student Wellness Service		
Date of compilation	November 2017		

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 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 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 at all times.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Clinical/Counselling work:	35%	<ul style="list-style-type: none"> • Provide leadership, direction and innovation in the provision of mental health services through the Student Wellness Service (SWS). • Formulate and implement an appropriate treatment plan in line with the service needs and policies of the SWS. • Contract with the student for the suitable psychological therapy, psychosocial counselling and/or making the appropriate referral and follow up. • In the case of a psychiatric emergency, arranging and follow up of admission to an appropriate hospital. • Prepare the appropriate documentation, note taking and correspondence. • Explore the suitability of other treatment options such as long-term individual, couples, family or group interventions. • Assessment and referral for brief term or long term groups and participation in the co-facilitation of group interventions. • Plan, co-ordinate and facilitate therapy and psycho-educational groups. • In conjunction with Student Wellness staff, and within the professional scope of practice, respond to, manage and contain mental health emergencies, including trauma, assault, rape, sexual abuse, panic attacks, psychotic presentations, acute anxiety disorders, para-suicides as they present at the Student Wellness Service. • 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 HPCSA registration). • Participate in regular group/peer case discussions within the SWS to ensure that best quality service is being rendered to all your student clients. • 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

2	Mental Health/Psychosocial Education & Promotion	25%	<ul style="list-style-type: none"> • Needs assessment of, and appropriate responses to, specific requests for psychosocial interventions from the University of Cape Town student body and staff. • Participate in policy work and other activities aimed at development and promotion of mental health of UCT community. • Promote mental health/psychosocial education, awareness and related life-skills in line with Student Wellness Service requirements through, inter alia: <ul style="list-style-type: none"> ○ Individual consultations with students. ○ Planning, co-ordination & implementation of activities focusing on the psychosocial development of the student body & campus community, including life skills, mentoring & orientation programs & workshops/Expo's. ○ Preparation of educational materials including posters, pamphlets, website etc • Talks to parents, relevant staff, UCT Radio etc 	SWS Mental Health services are delivered appropriately and effectively to UCT community
3	Consultation, Liaison & Advocacy	15%	<ul style="list-style-type: none"> • Liaison with other members of the SWS team, other divisions within DSA and other relevant units within the university (e.g. DISCHO, HAICU, etc) including assisting with training, and supporting staff with regards to mental health issues. • 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. • 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. • 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. • 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. • Participate in mental health advocacy programmes as required. 	Clear alignment of operations to the SWS strategic plan

4	Administrative Tasks	20%	<ul style="list-style-type: none"> • Contribute to the performance of the Student Wellness team as a whole through: <ul style="list-style-type: none"> ○ Assisting colleagues as necessary to ensure a smooth and professional service to students as possible. ○ Performing additional administrative tasks that fall within the professional scope of practice as required and negotiated with line manager. • Keep accurate records of all consultations on student client file, on the Management Information System complete referral forms, file test results/reports etc. • Obtain feedback from student clients both on an individual basis and through questionnaires, suggestion-box etc. • Record and submit monthly statistics to management. • Play a lead role in promoting the Mental Health Policy upon its formal approval. • Assist and support management of the Student Wellness Service team, through representing the team in other organizations. • Management and line function for clinical psychologists of the Student Wellness Service. • Deputizing for the Director of Student Wellness Service whenever required. 	Staff motivated and capacitated to deliver quality of mental health care
5	Other Projects and Tasks	5%	<ul style="list-style-type: none"> • Participate in or take on the co-ordination of and/or various portfolios or projects that run within the SWS including: <ul style="list-style-type: none"> ○ Drawing up mental health care protocols for specific problems/issues. ○ Staff training and development initiatives and programmes. ○ Evaluation research with respect to student need and service pattern surveys; efficacy of psychological therapy studies and lessons for enhanced service delivery planning. ○ Presenting research/evaluation findings in both internally and externally to professional conferences and/or as articles in professional journals. ○ Attending professional workshops and conferences in order to network with colleagues and keep abreast of current and new trends in counselling services. • Conducting needs assessment and training of stakeholders or non-professional staff where appropriate. • 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

Minimum qualifications	Master's degree in Clinical Psychology					
Minimum experience (type and years)	5 or more years post-qualifying experience as a practicing psychologist Experience of counselling in a tertiary setting is advantageous.					
Skills	<ul style="list-style-type: none"> • Demonstrated people management skills & experience. • Personal accountability & commitment to the students as clients. • Strong interest in and empathic attitude to working with students • Flexibility and adaptability to a variety of presenting problems. • Must be able to work within a multidisciplinary team. • Skills and sensitivity to engage students on matters of mental health in forums and similar settings. • Teamwork and sound interpersonal relationship skills. 					
Knowledge	Principles of the Psychology norms and standards as required by the Psychology Board					
Professional registration or license requirements	Current registration with the HPCSA as a Clinical Psychologist					
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
	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

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

Internal to UCT	Faculties and Departments
External to UCT	Referral hospitals

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