



*Note: This post is a new one and the Job Description may be subject to some negotiation according to the strengths of the post-holder.*

**Designation: SENIOR PSYCHOLOGIST**

**Location:** A Latika Roy Foundation centre, Dehradun  
(with some movement between centres also required)

**Supervised by:** A member of Senior Staff

**Supervision of:** All psychologists and counsellors

**Work times:** Eight hours daily, normally 8.00 am. – 4.00 pm.

### **Responsibilities**

The Senior Psychologist at the Latika Roy Foundation is expected to:

#### **a) Team-related:**

- Provide regular individual supervision and support for all psychologists and counsellors.
- Ensure that all psychologists and counsellors work in accordance with their job descriptions and carry out their annual appraisals.
- Co-ordinate regular team meetings (currently one per month) for joint working and professional development.
- Undertake some individual work and/or advise on children who have particularly complex needs, in close collaboration with other staff involved.
- Oversee the provision of Family Support Groups in all centres, working closely with the psychologists/counsellors and project heads.
- Lead on the planning and development of the psychologist and counsellor team, including the identification of professional development needs, and advise senior staff on future staffing, deployment, etc.
- Advise the Human Resource Co-ordinator regarding cover for psychologists or counsellors if required during their absence
- Ensure high professional standards across the psychologist and counsellor team, including in matters such as confidentiality, child protection, etc.

#### **b) Wider responsibilities:**

- Liaise closely with all centres and professional teams to support a strong psychological perspective towards the needs of children with disabilities and their families.
- Contribute to and when appropriate lead on staff development in areas such as child development and disability, working with families, assessment of individual needs, behaviour management, and so on
- Assist in and when applicable lead trainings for external groups which relate to the Senior Psychologist's field of expertise, as requested by Senior Staff

- Provide information or advice for Senior Staff or others in management positions in areas where a Senior Psychologist's perspective may be helpful.

**In addition to the above, the Senior Psychologist may be asked to:**

- Represent the Foundation at conferences and other networking opportunities
- Assist in the development of funding proposals
- Participate in research initiatives undertaken by the Foundation

**Like all psychologists and counsellors, the Senior Psychologist must:**

- Keep up-to-date with professional developments relevant to the work and attend appropriate training opportunities when approved by senior staff.
- Participate in all relevant Foundation meetings and workshops
- Observe full professional standards in working with children and young adults, families and staff, and comply fully with all Latika Roy Foundation policies.
- Carry out any further duties which may be requested by the supervisor or senior staff and are in accordance with the senior psychologist's professional skills

**Note: in order to carry out the above responsibilities, the Senior Psychologist is expected to be:**

- Qualified to at least Master's Degree level in clinical psychology and able to demonstrate a commitment to further advanced professional development
- Fluent in both English and Hindi
- Have excellent computer-based documentation and presentation skills

*This Job Description will be reviewed as part of the annual appraisal cycle and may be reviewed at other times at the request of the post holder, supervisor or senior staff.*

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(Post holder)

Date: .....

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(Supervisor)

Date: .....

*Date of this Job Description: 26<sup>th</sup> May 2017*