

Job Profile

Position Details	
Post	Mental Health Social Worker/Approved Mental Health Professional
Service Area	Adult Social Services
Reports to	Deputy CMHT Manager/CMHT Manager/AMHP Manager
Grade	SW/ASW
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. Mental Health Social Workers will be members of a specialist multi-disciplinary Community Mental Health Team which offers a supportive Care Co-ordination and case management service to service users with severe and enduring mental health difficulties together with a rehabilitation and recovery focus for clients in acute distress. 2. Mental Health Social Workers are seconded to, and are managed by, Barnet, Enfield & Haringey NHS Mental Health Trust. 3. In general terms Social Workers are expected to undertake Social Work arising out of the Council's function under relevant legislation and guidance. 4. To work within the framework of the services' Equal Opportunities Policies. 5. As an AMHP you will be expected to undertake duties on a rota as required by the AMHP manager.

Main Responsibilities
<ol style="list-style-type: none"> 1. To undertake assessments of needs, including Personalisation assessments and risk assessments within a multi-disciplinary framework with service users experiencing mental health difficulties and provide an effective and supportive response. 2. To offer a supportive, comprehensive and needs-appropriate Care Planning and Care Co-ordination service in accordance with the principles of the Care Programme Approach (CPA). 3. To offer a Care Management service where appropriate in order to assist service users achieve maximum independence in the community, for example, by providing supported accommodation and/or domiciliary or respite/rehabilitative packages of care.

4. To investigate the need for service users to be accommodated under relevant Community Care legislation and guidance.
5. To supervise and ensure the regular review of all allocated clients who are placed in residential accommodation provided by statutory, voluntary or private organisations, with a rehabilitation and recovery focus.
6. To be an active member, on a rota basis, of a multi-disciplinary Duty assessment service, which functions as a single-entry access point for all CMHT referrals?
7. To undertake Carers' Assessments in accordance with the Carer and Disabled Children's Act 2000 and to provide appropriate support where required.
8. To investigate cases of alleged neglect or ill treatment of clients and make appropriate care plans to safeguard their well-being in conjunction with other statutory and voluntary agencies, in accordance with the services' Policy and Procedures on the Protection of Vulnerable Adults.
9. To prepare Social Circumstances Reports and attend Mental Health Review Tribunals and Appeal Hearings.
10. To undertake the full range of duties and responsibilities of an Approved Mental Health Professional under the 1987 Mental Health Act (amended 2001) (where appropriately trained).
11. To accept responsibility for the supervision and care provided to service users placed under supervision and restriction orders, for example, under Sections 25A and 37/41 of the 1983 Mental Health Act (amended 2007).
12. To represent the service in Court in respect of proceedings concerning clients, e.g. Judicial Reviews, and to prepare and present reports and give evidence in this connection.
13. To act as an Appropriate Adult on allocated cases and as required on a Duty basis.
14. To attend Referral, Business and Team meetings as organised for the effective functioning of the CMHT.
15. To offer a positive and supportive therapeutic relationship to service users and their families and carers using a range of specialist skills, e.g.

Counselling, Cognitive Behavioural Therapy

16. To undertake special projects, visits and group work in connection with their statutory duties and the planned activities of the CMHT.
17. To undertake, where appropriate, the supervision of students for pre-professional, professional and post-professional training courses.
18. To write appropriate reports, maintain records and produce correspondence in accordance with the services' policies on Case Recording and Confidentiality and the Data Protection Act.
19. To use, or be willing to develop, basic Information Technology skills to directly enter client information on the service's databases and where necessary produce reports and correspondence.
20. To undertake other duties, consistent with the basic objectives and/or duties of the post, as required.
21. To uphold the service's Equal Opportunities policies, to deliver effective and appropriate services fairly and without discrimination and to promote the principles of Diversity.
22. To exercise responsibilities under the Health & Safety at Work Act as laid down or as may be amended from time to time by the services' procedures.
23. To develop collaborative and positive working relationships with colleagues within the CMHT and with other mental health provider agencies.
24. To undertake appropriate training according to the needs of the service.
25. To take responsibility to progress one's own professional development, through supervision and training, which will be supported by the service's Performance Appraisal system, and in order to maintain professional registration with the profession's ruling Council.
26. To work, from time to time, outside of normal working hours, as required, to meet the needs of the service.
27. To keep up-to-date with changes in Mental Health policies and practice developments and to embrace the nature of the duties and responsibilities in the post accordingly.

CRITERIA FOR PROGRESSION (Scale SP32 to SP44)

Progression to Scale (scale 32 to 44) will require the post holder to fulfil all the duties listed above and in addition, be self-motivated, work with minimal supervision, and work to the following higher standards:

1. Progression to SP44 will require the post holder to have successfully completed the necessary Approved Mental Health Professional training and warranting requirements as determined by Haringey Social Services.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Abilities/Experiences</p> <ul style="list-style-type: none"> • Experience with working with individuals suffering severe mental distress and their families. • Experience of community mental health work, including Care Management and Care Co-ordination using the Care Programme Approach. • Experience of working with clients and families from Black & Minority Ethnic communities. • Working within a multi-disciplinary framework <p>Qualifications</p> <ul style="list-style-type: none"> • CQSW, CSS, or DipSW. • AMHP trained <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effects of Mental distress on individuals and families and carers. Mental Health, Community Care and Carers' legislation. • Sound Assessment and Risk Assessment Skills. • Ability to operate effectively in a multi-disciplinary setting and to promote a Social Care perspective. • Well organized, methodical approach to work. • Ability to work effectively under pressure • Understanding of current government Mental Health policies 	

<p>and legislative drivers and their effect on Practice.</p> <ul style="list-style-type: none"> • Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements. • Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, i.e. Hazardous materials and relevant processes/legislations etc • Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc • Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. • To undertake any other temporary duties consistent with the basic duties and/or objectives of the post. <p>Useful</p> <ul style="list-style-type: none"> • Knowledge of substance misuse and its effects on clients with complex Mental Health needs. • Therapeutic Intervention Skills, e.g. Counselling, Group Work. 	
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Community Team Manager 2. Nikki Plastiras – AMHP Manager 3. BEH MH Trust Service Manager <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.			Crisis or conflict situations.	Yes	
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

1.To Undertake any duties and responsibilities as delegated by the Director of Social Services in regards to service users under for e.g. appointeeship, guardianship, Court of Protection order.

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

None

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

None

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

1.To ensure that information is correctly recorded on Trust and Council client information systems as necessary and in line with local procedures on e.g. record keeping, sharing information, confidentiality.

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

- Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
- Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
- Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

- This position requires the post holder to undergo a DBS (Disclosure and Barring Services) check.