

Job Description

Job Title: Senior Practitioner	Service Area: Adults Social Care
Division/Section: Adults – Mental Health – Complex Care Recovery	Job Number: Job Evaluation Number: 3275
Grade: PO4	Date last updated: November 2015 Date of last Evaluation: December 2015

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The post holder will be working in a busy Complex Care / Forensic Recovery Team

To participate in the provision of effective assessment of individuals with Mental Health problems and to manage a small and complex caseload acting as Case Manager. It is a requirement that all staff have to be AMHP qualified. To be responsible for providing supervision to staff including Social Workers, Support Workers and approved Mental Health professionals. To Support the Team Manager operationally and act on the Team Manager's behalf when directed/required.

Job Context

1. The post holder reports to the Team Manager – Mental Health.
2. The post holder supervises Social Workers, Support Workers and additional staff when required or directed.
3. The post holder has no direct budget responsibility but is required to ensure that council resources are appropriately managed.
4. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
5. The post holder has specific Health and Safety responsibilities in respect of general working practices and safety in the workplace.
6. The post holder has specific risk management responsibilities in respect of clinical risk.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To participate in a full and flexible manner in the provision of services to vulnerable adults with complex Mental Health Support needs and their carers, using appropriate resources of the Council, the Health Trust, the local community, non-statutory organisations and primary care.
2. To supervise and appraises Social Workers and Support Workers in Complex Care Recovery Team ensuring that an effective and sensitive service is provided at all times, with full documentation completed and distributed.
3. Contribute to the education and development of Student Social Workers and Student AMHP's by undertaking the role of Practice Teacher and/or work based Supervisor.
4. To Support new Mental Health Social Workers and Support Workers through a comprehensive structured induction process in line with LBN's corporate induction guidelines. Ensure the induction process meets the needs of the individual to enable them to competently undertake the accountabilities of their post.
5. To maintain a high standard of record keeping and completion of the necessary administrative procedures both via our IT recording system and by use of Word and Excel.
6. To provide an effective assessment, care planning and case managing service for adults with high Mental Health social needs, within the framework of

joint working with customers whom maybe under the Care Programmed Approach, including joint assessments as appropriate.

7. To offer practical advice to vulnerable adults and their carers on a range of matters including housing, health and welfare rights, ensuring that specialist advice is made available if necessary. To carry out carers' assessments where appropriate.
8. To liaise and consult with service users, carers, CMHT colleagues and with a range of statutory and voluntary agencies to ensure provision of appropriate services to service users.
9. To maintain close links with hospital and respite care facilities to ensure that appropriate plans for discharge to the community are made and followed through.
10. To supervise, Support and be available for consultation to all staff including AMHP's, especially within the context of the Mental Health Act. To monitor their practice and ensure it is of a high standard. To offer advice and leadership to all staff.
11. To undertake the principal accountabilities of working as an AMHP in terms of Mental Health Legislation and partake within the local AMHP rota.
12. To demonstrate a good understanding of safeguarding procedures in relation to both children and adults and be able to advise others.
13. To ensure that administrative procedures are followed in order that accurate initial assessments are made of service users' situations, and that these are passed routinely to the Team Manager.
14. To chair review and safeguarding meetings, undertake reviews and attend multi-disciplinary CPA meetings as appropriate, identifying the individual needs of service users, recommending appropriate packages of care and ensuring that service users and carers are supported in making full contribution to the meetings. Recording of all documentation and distribution.
15. To maintain close links with hospital and respite care facilities to ensure that appropriate plans for discharge to the community are made and followed through. To develop and maintain links with local GP practices
16. To attend and participate positively in Team meetings and liaise with other Senior Practitioners with a view to promoting the development of an integrated response to service user needs, concentrating on efficiency and on effective service.
17. To work in close consultation with a range of workers within the Team in determining an accurate and sensitive assessment of service user needs.

18. To allocate work as agreed with the Team Manager to maintain efficient systems for prioritising demands for the provision of assessments and reviews for individual services users and carers.
19. To identify needs and potential vulnerabilities of children of service users. To refer to Children's Services as appropriate and to liaise with the children in need/Mental Health management.
20. To follow through applications for respite and residential care ensuring the full involvement of individual users in these plans in line with local authority procedures as appropriate, and in accordance with decisions reached at meetings and reviews.
21. To be aware of and to comply with Health and Safety at work guidelines.
22. To identify and record areas of unmet need.
23. To participate in annual individual performance reviews.
24. To record statistics relating to caseloads and preparation of activity reports and to be responsible for the monitoring of work, ensuring quality of recording and collection of data. Maintaining supervision records and carry out file audits on a regular basis using appropriate documentation.
25. To participate in training as required and to ensure that Workers in the Team are fully aware of and up to date with the implications and requirements of relevant legislation and Mental Health issues generally.
26. To manage in the absence of the Team Manager and to deputise for the Team Manager at meetings as required, authorising expenditure within specified limits and taking responsibility for day to day expenditure in the absence of the Team Manager.
27. Support management to develop systems and protocols to ensure the continuous improvement of the service ensuring that LBN's aims and objectives are incorporated.
28. Maintain knowledge and awareness of current trends, practices and research on Mental Health and ensure effective communication with others in order that the service can meet local and national targets for people with mental illness.

29. Assist in the development and promote the implementation of policies, procedures and agreements in order that the service complies with legislations, government guidance and professional standards both within Adult Social Care but across joint policies and procedures held with other organisations.
30. To maintain at all times a courteous, helpful and polite response to service users and to ensure that individual needs are recognised and provided for as appropriate.
31. To ensure that services offered are responsive to the needs of all users, including their religious, cultural and linguistic needs, and the needs of users with disabilities.
32. Such other duties, within the competence of the post holder, which may reasonably be required from time to time.

This job description reflects the current position and following discussion with the post holder may be subject to change in detail in light of service and/or organisational development.

Person Specification

Job Title: Senior Practitioner	Service Area: Adults Social Care – Mental Health
Division/Section: Adults – Mental Health	Job Number: Job Evaluation Number: 3275
Grade: PO4	Date last updated: November 2015 Date of last Evaluation: December 2015

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
<p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	

<p>KNOWLEDGE:</p> <p>Knowledge of severe and enduring Mental illness and its implications for service users and their carers.</p> <p>Good knowledge of the 1983 Mental Health Act 1983 (amended 2007) , 1990 Community Care Act, Care Act 2014, and relevant guidance and legislation e.g. the Care Programme Approach.</p> <p>Understanding of service delivery and provision that is culturally appropriate and responsive to the needs of service users.</p> <p>Knowledge of risk assessment around suicide and violence to self or others, awareness of parental Mental illness and risks to children.</p> <p>Understanding of Safeguarding in relation to adults and Children</p> <p>Understanding of the requirements and objectives of good quality supervision to Social Workers and AMHPs.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>QUALIFICATIONS:</p> <p>Degree in Social Work, DipSW, CQSW</p> <p>To be registered as a Social Worker with the Health and Care Professions Council (HCPC)</p>	<p>Application Form/Documentation</p> <p>Application Form/Documentation</p>
<p>DBS</p> <p>This post is subject to an enhanced DBS check and is exempt from the Rehabilitation of Offenders Act (1974)</p>	<p>Application Form</p>
<p>EXPERIENCE:</p>	

<p>Extensive post qualification experience in an Adults Social Care or other relevant agency; substantial AMHP practice experience.</p>	<p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to manage and lead Social Workers; where required to lead and advise other disciplines.</p> <p>Ability to keep abreast of current legislation and guidance in area of specialism.</p> <p>Ability to organise own workload, to work effectively under pressure and to demonstrate good liaison and good recording skills.</p> <p>Ability to deliver to good quality assessments of people with Mental Health needs including assessments under the Mental Health Act.</p> <p>Ability to communicate effectively on complex issues both in person and in writing, to service users, colleagues and statutory and voluntary agencies.</p> <p>Able to lead and enhance integration and joint working arrangements within the CMHRT.</p> <p>Ability to work co-operatively in liaison and deputising for the Manager and representing the service as required.</p> <p>Ability to respond to changing demands and needs of the service.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>