

## Job Description

<b>Job Title: Social Worker</b>	<b>Service Area: Mental Health</b>
<b>Division/Section: LB Newham</b>	<b>Job Number: Various</b>
<b>Grade: PO1 – PO3</b>	<b>Date last updated: 22 November 2019</b>

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **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.

### **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

- To act as a member of staff for the Local Authority Adult Mental Health service providing an effective and efficient Care Act appropriate service to vulnerable adults with high mental health support needs and their carers, within the community or in a hospital setting.
- To liaise closely with the local Mental Health Trust, Primary Care and with other parts of the mental health services in the private and voluntary sector.
- To undertake assessments and have an allocated number of care managed cases.
- To be an Approved Mental Health Professional (AMHP) or be committed to train as one.

## **Job Context**

1. The post holder reports to senior practitioner or practice manager.
2. The post holder has no line management responsibility.
3. The post holder has no budget responsibility.
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 service user or organisational risk, i.e. as part of care management role.
7. To work to a structured time management practice, submitting reports, assessments, reviews and support plans within regulated timescales.
8. To work with vulnerable adults and families/carers to support vulnerable service users by way of provision of the statutory role and eligibility under Care Act 2014.
9. To be competent in all areas of the Skills and Competency Framework for social workers and adhere/uphold the codes of conduct laid out by HCPC.

## **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 participate in the assessment or care management service in conjunction with other professionals in the team. To participate in the Approved Mental Health Professional rota, ensuring that an effective and sensitive service is provided at all times, with full documentation logged and distributed as appropriate.
3. To maintain a high standard of record keeping and completion of the necessary administrative procedures both via our local IT recording system, and use of word and excel.
4. To provide effective Care Act assessments, care planning and care management service to adults with high mental health social needs, including joint assessments as appropriate.
5. 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.

6. To liaise and consult with service users, carers, and colleagues based within CMHTs and with a range of statutory and voluntary agencies to ensure provision of appropriate services to service users.
7. 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.
8. Willingness to train as AMHP's and/or maintain and enhance practice through further training and development.
9. 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 your manager.
10. To 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.
11. To be a link worker for a nominated G.P and to maintain good liaison with being approachable to offer advice on cases where required.
12. To attend and participate positively in team meetings with a view to promoting the development of an integrated response to service user needs, concentrating on efficiency and on effective service.
13. To work in close consultation with a range of workers within the team, in determining an accurate and sensitive assessment of service user needs.
14. 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 team/mental health senior practitioner or practice manager.
15. To follow local Safeguarding Adult Procedures and ensure that actions are recorded and adhered to with Support Plans put in place to limit the risks for service users, carers and other relevant parties etc.
16. To follow through applications for respite and residential care ensuring the full involvement of individual users in these plans.
17. The ability to provide information, advice, support and guidance to service and carers to enable vulnerable adults to improve outcomes through informed choice.
18. Demonstrate the ability to apply and effectively use theoretical frameworks, social care policies and research evidence.
19. To be aware of and to comply with Health and Safety at work guidelines.
20. To identify and record areas of unmet need.
21. To participate in annual individual performance reviews.
22. To record statistics relating to caseload and preparation of activity reports.

23. To participate in training as required, including AMHP training.
24. To ensure that users have access to translation and interpretation services, and that Braille and signing facilities are made available as appropriate, and that accurate and up to date assessments are made of service users' situations.
25. 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.
26. Demonstrate an ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.
27. 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.
28. 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

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### 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><b>EQUALITY AND DIVERSITY</b></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><b>PROTECTING OUR STAFF AND SERVICES</b></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><b>KNOWLEDGE:</b></p> <p>Knowledge of severe and enduring mental illness and its implications for service users and their carers.</p> <p>Good knowledge of the 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,</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p>

awareness of parental mental illness and risks to children.	
<b>QUALIFICATIONS:</b>	
Degree in Social Work, Social Work England Registration, Dip SW, CQSW.	Application Form/Documentation
AMHP or willingness to train	Application Form/Interview/Documentation
<b>DBS</b>	
This post is subject to an enhanced DBS check and is exempt from the Rehabilitation of Offenders Act (1974)	Application Form
<b>EXPERIENCE:</b>	
Relevant experience of working in a Social Care setting or other relevant agency	Application Form/Interview
<b>SKILLS AND ABILITIES:</b>	
Ability to keep abreast of current legislation and guidance in area of specialism.	Interview
Ability to organise own workload, to work effectively under pressure and to demonstrate good liaison and good recording skills.	Interview
Ability to deliver to good quality assessments of people with mental health needs.	Interview
Ability to communicate effectively on complex issues both in person and in writing, to service users, colleagues and statutory and voluntary agencies.	Interview/Practical Assessment
Able to participate in integration and joint working arrangements within the CMHT and Primary Care Trust.	Interview
Ability to respond to changing demands and needs of the service.	Interview

