

JOB DESCRIPTION

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| Job Title | Social Worker/Approved Mental Health Professional |
| Position Number(s) | |
| Department | Integrated Care |
| Section or Service | Mental Health |
| Grade | Range D |

DESIGNATION:

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| Responsible to: | Team Manager/AMHP Team Manager |
| Employees directly supervised (if applicable): | N/A |
| Family Tree | |
| <p><i>Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.</i></p> | |

1. **JOB PURPOSE:**

To provide a social work service to people with mental health problems, including care coordination and case management. To carry out the statutory duties of an Approved Mental Health Professional under the Mental Health Act, where qualified to do so. The role of recognising the importance of civil liberties and balancing them with the relevant regulations/other laws as a professional dilemma is part of this role under the Mental Health Act and other relevant legislation.

2. **DESCRIPTION OF DUTIES:**

To undertake statutory duties under the Mental Health Act 1983 as follows

- Contributing towards the borough's duty system of managing Mental Health Act requests, referrals and assessments in order to meet service demands; specifically to be present on duty as the rota requires, and to carry out other MHA assessments as directed;
- To take responsibility for maintaining key competencies as stipulated in the statutory regulations for AMHPs 2008;
- To have a valid professional registration with the Health and Care Professionals Council and adhere to relevant code of professional conduct;
- To ensure the minimum mandatory AMHP-related training is undertaken as per regulations of the role of the AMHP;
- To act where qualified as Practice Assessors for AMHP students and other profession-specific students;
- To take responsibility for the independent decision making conferred upon an AMHP in accordance with the Mental Health Act and Code of Practice.
- If qualified as a Best Interest Assessor under the MCA - to take part in the borough's system of managing BIA assessments.

In addition – main duties of a mental health social worker

- To undertake assessments of need and risk assessments under the Care Act and where relevant following the Care Programme Approach, working with service users to establish eligibility under the Care Act, generate care and support plans, including crisis care plans and personal budgets, and to take part in reviewing these.
- To identify carers and to offer statutory Carers Assessments under the Care Act; and to review Carers Care Plans in line with CPA policy and statutory requirements.
- To identify Adult Safeguarding and Child Safeguarding issues and to implement procedures as required. This may include key duties under both of these procedures, ie investigating and managing if appropriate.
- To maintain relevant up to date records of all work undertaken in accordance with Trust and Local Authority policy and procedure, including data entry on all relevant

IT systems.

- To attend and use supervision sessions with line manager effectively, including in relation to workload management and personal development.
- To keep abreast of legislation, and both government and departmental policies and procedures.
- To attend local social work forums this may include AMHP forums or departmental specific forums related to the social work role.
- The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.
- To attend and contribute effectively to multi-disciplinary team meetings, ward rounds, liaison groups, case reviews and other appropriate meetings.

Continue on separate sheet if necessary.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:

Social Worker/Approved Mental Health Professional

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

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| <p>A</p> | <p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p> |
| <p>B</p> | <p>Qualifications and Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • DipSW or equivalent. • Approved Mental Health Professional qualification or prepared to train when AMHP management agrees readiness. • Able to meet the registration criteria set down by the HCPC. • Experience of working with adult service users with Mental Health problems, from a range of ethnic and cultural groups. • Post qualified experience of working with people with severe and enduring mental health problems. • Experience of working in multi-disciplinary team. • Knowledge and understanding of the various levels of disadvantage which may impact in diverse communities. • Knowledge and understanding of current legislation and guidance, including Mental Health Act 1983 and the Care Programme Approach, Care Act 2014, Mental Capacity Act 2005, Children Act 1989. • Knowledge and understanding of the various levels of disadvantage which may impact in diverse communities. • Ability to communicate clearly and effectively, in writing and verbally, with service users, carers and other professionals. • Ability to apply the principles of equal opportunities to the duties of the post. • |
| <p>C</p> | <p>Knowledge & Experience:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the Department's statutory responsibilities, including child and adult protection procedures • Ability to represent the department at multi-agency meetings and to undertake multi-disciplinary work. • Ability to use initiative whilst knowing when to consult. • Ability to work under pressure and cope with stress. |

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| | <ul style="list-style-type: none"> • Willingness to undertake appropriate training and learn new methods of working. • Willingness to keep abreast of new developments and practice issues. • Interest in and/or familiarity with uses of new technology. • Willingness to work out-of-hours when required, including weekends. • Flexibility to take on new methods of working when required • |
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| Our Values & Behaviours | |
|-------------------------|---|
| D | <div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input |
| E | <div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly. |
| F | <div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">INTEGRITY</div> |

- We act with openness, honesty, compassion, responsibility and humility.
- We let people know what we are doing and communicate why and how decisions have been made.

The following examples are indicators of effective behaviour:

- I demonstrate empathy in my interactions with others.
- I am honest and transparent about the decisions I take.
- I follow through on the actions I say I will take and take ownership for communicating the outcome.

Our residents will feel that:

- I am told when something is not possible and the reasons why are explained to me.
- I feel my perspective is listened to and understood.
- I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.