Job Description

Post: Social Work Specialist Practitioner - Approved Mental Health Practitioner and Care Coordinator (Mental Health Act 1983)
Division: ICCR
Section: Assertive Outreach Services

Is the job exempt from the Rehabilitation of Offenders Act? Yes X No
Does the post require a Police Check/Criminal Records Bureau Clearance? Yes X No
Is the post exempt from job share Yes No X

1. **Job Purpose**

1.1 To provide expertise in social care and add extra value enhancing the multi-disciplinary Team work.

1.2 To work with in the legal framework surrounding statutory social care.

1.3 To provide an AMHP service to Assertive Outreach Team, to fulfil the statutory duties of the Local Authority, to work with the citizens of Birmingham in accordance to the Guiding Principles of the Code of Practice and the Mental Health Act (1983), (as amended by the Mental Health Act 2007)

1.4 Lead supporting the team in relation to Mental Health act, social care assessments and complex packages of care.

1.5 To partake in seclusion reviews "as other professional" for patients under the AOT team.

1.6 To work within the Directorate’s Policies, Procedures and Processes with a range of Health and Social Care Professionals, including the Third Sector.

1.7 To contribute to the Mental Health Team by managing a caseload and leading on the most complex and specialist assessments.

1.8 Lead in ensuring the team are aware of their responsibilities in relation to vulnerable adults

1.9 Lead in ensuring the team are aware of their responsibilities in relation to adults and safeguarding.

1.10 To be responsible as the Care Coordinator for the assessment and co-ordination of care needs, planning and implementation of evidence based care to a defined group of service users and their carers within a defined catchment area/locality.
2. **Duties & Responsibilities**

**Service Delivery**

2.1 To be responsible to provide an AMHP service for adults, children and their families using appropriate resources of the Directorate and in partnership with other agencies. This may involve work outside of standard hours.

2.2 To coordinate Mental Health Act Assessments as required by the Assertive outreach team, liaising with police, ambulance and Sect 12 approved medical staff.

2.3 To be responsible for the promotion of carer and service user involvement within the service and for its provision.

2.4 To attend weekly MDT Meetings, daily handovers, Business Meetings and other team training / case bust sessions as arranged.

2.5 To complete mental health assessments as they arise for designated AOT. To liaise with EDT / Home Treatment whereby out of hours support is required to complete assessments.

2.6 To fulfil statutory responsibilities in relation to CTO applications and renewals within the team caseload.

2.7 To be responsible in supporting the team with professional advice and guidance around social care issues.

2.8 To be based full-time within the Assertive Outreach Team base and to notify team manager / clinical lead of all meetings required to attend as arranged by social care managers.

2.9 Will be responsible for overseeing the completion of safeguarding referrals and ensuring attendance at safeguarding meetings including Multi Agency Safeguarding Hub.

2.10 Will be responsible for overseeing referring and chairing meetings in relation to vulnerable adults.

2.11 To be responsible for completion of complex packages of care.

2.12 To be responsible for the completion of Individual Budgets.

2.13 To be responsible of Best Interest Assessments in relation to the team caseload and to ensure appropriate allocation via the social care duty system of those that do not have the capacity to complete.

2.14 To participate in training, relevant to approval as an Approved Mental Health Practitioner and to embed Teams excellence in this area.

2.15 To comply with the Directorate’s Approval and Re-approval procedures. To complete the required training and portfolio in order to maintain AMHP status.

2.16 To work within the principles of the Community Care Act 1990 to assess and provide a quality service to citizens including assessments under the Mental Health Act 1983.

2.17 To maintain documentation on AMHP and social work activities in accordance with approved policy and procedures and to use IT systems to complete reports in a prompt and efficient manner.
2.18 To liaise and work in partnership with other social care and health professionals, the police and emergency services as necessary to fulfil the duties of the post.

2.19 To work with citizens, carers and colleagues, including those from other agencies, to ensure equality of opportunity and to improve standards in service delivery.

2.20 To ensure that services are appropriate to people’s individual needs, including those of culture, religion, age, gender, sexuality and disability.

2.21 To attend and participate in professional supervision to the standard required by the Directorate. To prepare work for formal supervision under the direction of the designated manager and to keep her/him informed of potential difficulties within the work.

2.22 To carry out any other responsibilities within the scope and spirit of the job purpose and grade as may be required.

2.23 To work as part of a team to provide a service to citizens experiencing severe and complex mental health needs. To take an active part in the team approach to the support needs of the designated AOT caseload as required.

3. **Supervision**

3.1 Day to day operational management / caseload management will come from the AOT team management.

3.2 To undertake caseload supervision as required from the AOT team manager / clinical lead.

3.3 Professional accountability / supervision to be provided through social care management, as well as attendance re management procedures.

3.4 To ensure legal up date and training is maintained via Birmingham City Council and Birmingham and Solihull Mental Health Trust.

4. **Special Conditions**

4.1 Birmingham’s Adults Community and Children, Young People + Families Directorates are committed to providing services which are sensitive to individual need and expects all staff to understand and promote its equality policies in their work.

4.2 To observe the relevant professional regulatory body’s Code of Conduct and maintain registration.

4.3 Observance of the City Council’s Equal Opportunities Policy and BSMHF Policy will be required.

5. **Standards of Professional and Business Conduct**

5.1 The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including service users, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct.

6. **Data Protection**

6.1 Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the
7. **Security**

7.1. Comply with Trust policies to ensure there is a safe and secure environment that protects service users, employees and visitors and their property, and the physical assets and the information of the organisation.

8. **Mobility**

8.1. This is a Trust wide appointment and travel around the Trust will be required and elsewhere as needed to meet the needs of service users.

9. **Confidentiality**

9.1. All Trust employees have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical;

9.2. All the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of the Trust as well as legislation and professional standards and guidelines;

9.3. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust’s Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

10. **Flexibility**

10.1. BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-Unit basis, and across Trust’s and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changed responsibilities, according to the needs of the Unit;

10.2. This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder; It is the practice of the Trust to regularly examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed or to incorporate whatever changes are being proposed; This procedure is jointly conducted by each manager and those working directly to him or her; You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write you job description to bring it up to date if this is considered necessary or desirable; The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

10.3. Work will be managed rather than supervised.
### Person Specification

**Job Title:** Social Work specialist Practitioner  
**Grade:** Band 6  
**Division:** AWA Assertive outreach service

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview

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<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Experience</strong> (Relevant work and other experience)</td>
<td>1. Post qualifying experience in work with adults</td>
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<td>2. Extensive knowledge of legislation in respect of work with vulnerable citizens.</td>
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<td>3. Proven record of good social work practices.</td>
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<td>4. Extensive experience of work with citizens with serious mental health needs.</td>
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<td><strong>Skills &amp; Ability</strong> e.g. written communication skills, dealing with the public etc.</td>
<td>1. To demonstrate a knowledge and awareness of an AOT model of working.</td>
<td>AF &amp; I</td>
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<td>2. Knowledge and understanding of the role and responsibilities of a care coordinator within care programme approach.</td>
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<td>3. Ability to assess emergency mental health situations.</td>
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<td>4. Ability to work on own initiative.</td>
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<td>5. Knowledge of relevant legal framework, codes of practice, policies and procedures.</td>
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<td>6. Ability to appropriately advocate social models of intervention.</td>
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<td>7. Ability to maintain appropriate documentation.</td>
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<td>8. Good oral and written skills, including report writing.</td>
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<td>9. Access to a vehicle for work purposes.</td>
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<th><strong>Training</strong></th>
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<td>1. Knowledge and understanding of Community Care Act 1990.</td>
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<td>2. Knowledge and understanding of the Mental Health Act 1983, as amended.</td>
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<td>3. Knowledge and understanding of the Mental Capacity Act 2005.</td>
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<th><strong>Education/Qualifications</strong></th>
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<td>1. CQSW, DipSW, CSS or equivalent/any other relevant professional qualification</td>
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<td>2. Must be registered with relevant regulatory body eg the Health and Care Professions Council (HCPC).</td>
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<td>3. Approved Mental Health Practitioner status under the Mental Health Act (1983)</td>
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<th><strong>Other</strong></th>
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<td>1. Integration of equal opportunities into practice and, able to work in a non-oppressive and non-discriminatory manner.</td>
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<td>2. Understanding of the broad range of needs affecting citizens experiencing mental health problems, including children and their families.</td>
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<td>3. Able to ensure that citizens’ views are given appropriate consideration.</td>
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<td>4. Commitment to training</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.