

Post Title: Approved Mental Health Professional CC467

Evaluation: 599 points **Grade:** N09

Responsible To: Team Manager

Responsible For: N/A

Job Purpose: To assist the Team Manager to deliver services in accordance with agreed objectives, financial targets, quality and performance standards which will improve the outcomes for individuals and families.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To undertake objective and independent assessments as prescribed under the Mental Health Act 1983 and the Mental Capacity Act 2005 to ensure individuals receive appropriate support and care to the highest standards in the least restrictive environment.
- 2 To uphold and promote practice standards in line with the relevant Codes of Practice and participate in developing and reviewing the Directorate staff guidance.
- 3 To establish and promote effective working relationships with external partners (particularly Health), agencies and other sections of the Directorate to improve practice and outcomes for individuals.
- 4 To provide professional advice and guidance to team members and relevant others in respect of the Mental Health Act 1983 and the Mental Capacity Act 2005 to ensure that the services provided are consistent, integrated and of the highest standard.
- 5 To prepare and present reports for meetings, conferences and courts, etc., to agreed standards.
- 6 To prepare and present a portfolio for re-approval in line with the Newcastle AMHP re-approval policy.
- 7 To work within the statutory framework and comply with Directorate policies, procedures and guidance.
- 8 To promote high standards of professional practice through monitoring, reviewing and evaluation of interventions that will improve the quality of the outcomes for service users.
- 9 To mentor staff through formal and informal development sessions in line with professional standards and Directorate policy to gain post qualifying awards.

- 10 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.
- 11 To chair and minute and/or participate in meetings in respect of service users.
- 12 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.
- 14 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 15 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.