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| **Job Description** | |
| **Post title** | Assistant Team Manager (**Social Work/Mental Health)** |
| **JE Reference No** | A6219 |
| **Grade** | 12 |
| **Service** | Adult and Health Service |
| **Service Area** | Adult Care- Mental Health |
| **Reporting to** | The Assistant Team Manager (Mental Health) is part of the Integrated Mental Health Team and holds some responsibilities for health and social care staff within this team. They will provide mentoring, advice and support to all members of the team in addition to taking on the specific role of supervisor to Newly Qualified Social Workers as part of the Assessed and Supported Year in Employment (ASYE).  The post holder will be accountable to the Team Manager, who will provide support and supervision for the post. |
| **Location** | Your normal place of work will be one of the Community Mental Health Teams, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

Working alongside the Team Manager in an integrated team to ensure the provision of safe and effective interventions for people with mental health problems, taking into account statutory frameworks essential to the role and reflecting the social care model.

The Assistant Team Manager role will combine direct practice with a defined complex caseload within one locality area with a wider role for offering professional advice and support to DCC and TEWV colleagues.

The post will support the team manager and colleagues in ensuring that there is timely and equitable access to social care assessment and services.

The role reflects that of an Advanced Social Worker as part of the Professional Capability Framework (PCF).

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* As a member of the leadership team to assist the Team manager in ensuring effective systems are in place to support the implementation of the Local Authority and TEWV procedures, guidelines and statutory duties.
* As a member of the leadership team to understand and implement current and future legislation that applies to the post.
* As a member of the leadership team to ensure that effective systems are in place for the assessment of need and the application of eligibility in line with the Care Act. They must focus the assessment on the person’s needs and how they impact on their well-being and the outcomes they want to achieve.
* As part of the leadership team design individually tailored packages of care to meet assessed needs; which are cost effective and meet statutory duties, service principles, objectives and specifications. This must be achieved in partnership with service users and carers.

* As a member of the leadership team to provide support advice and guidance to colleagues from DCC and TEWV on social care issues and in the development of care packages.
* As part of the leadership team determine robust risk management plans for service users.
* As part of the leadership team provide advice and support to managers for complex case work (particularly where manager is not from social care background).
* As part of the leadership team to take responsibility for the allocation and management of workloads. This includes supervision and appraisal, and all aspects of staff performance. personal development, health and welfare
* To undertake duties and responsibilities as defined within care co-ordination policies where appropriate.
* To assist the Team Manager in ensuring that professional social work practice is carried out to the highest standards and is developed in line with the Department’s stated objectives of continual improvement of service.
* To ensure a mentoring role is provided for less experienced or qualified staff. This will include the role of supervisor as part of the ASYE programme.
* To assist the Team Manager in establishing and maintaining good collaborative arrangements with primary and community health care, public health, local Health Trusts, housing agencies and other relevant partner agencies within both the voluntary and statutory sectors.
* To actively facilitate and promote multi-disciplinary and multi-agency working.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Dip SW and/or recognised equivalent. * Social Work England registration | * NVQ Level 4 in management or equivalent. * Other specialist qualification in Mental Health Practice. i.e. AMHP qualification. |
| Experience | Have attained progression status following:   * + Relevant experience in a Social Care or Health setting.   + Experience of working with the client group serviced by the team.   + Experience of undertaking assessments and report writing and maintaining records of a high standard.   + Experience of taking a leadership role within the team. | * Supervisory experience; * Experience in meeting deadlines and targets |
| Skills & Knowledge | * + Can take into account feedback when assessing the quality of their work.   + Reflect preferences of users of their services and act from a person-centred perspective.   + Can collect and record feedback accurately.   + Active listening.   + Can record accurately identified needs of users of our services.   + Engage the users of their services in all their work processes.   + Ability to exercise authority and make decisions independently.   + Accurately assess and manage risk.   + Proven knowledge of Social Care Legislation including the Mental Health Act, Mental Capacity Act, The Care Act.   + Have effective time management skills.   + Commitment to Continuous professional Development. |  |
| Personal Qualities | * Ability to work effectively within complex partnership areas. * Encourage involvement of users of their services in all processes. * Listen actively to feedback from users of their services. * Frequently contact service users to keep them well informed. * Keep information secure and confidential. * Systematic approach. * Be self-motivating. * Be open to new ideas and change. * Ability to work as a team member. * Access to a car or access to a means of mobility support (if driving must have current valid driving licence and appropriate insurance). |  |