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| DCC Logo 09 Std**Job Description** | |
| **Post title** | Approved Mental Health Professional |
| **JE Reference No** | A3417 |
| **Grade** | 12 |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care |
| **Reporting to** | Team Manager |
| **Location** | Your normal place of work will be a Team Base, but you may be required to work at any designated workplace within County Durham, in line with the principles of Smarter Working in the Smarter Working handbook. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime, subject to operational requirement. |
| **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** |

To ensure that the social care needs of people are fully assessed and that services are delivered, monitored, and reviewed in accordance with the agreed care plan.

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| **Duties and responsibilities** |

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

**Assessment:**

Undertake assessments of the needs of potential service users, including assessments under the Mental Health Act 1983 and to participate on the AMHP rota on a regular basis.  
  
To obtain contributions to that assessment from other personnel and/or agencies; to encourage the participation of users and carers and ensure that their views are taken fully into account; and to relate those needs to agency policies and ensure that the process is carried out in accordance with published standards. This should reflect a strengths-based approach to practice and assessment and ensure all legislative requirements are considered.  
  
To provide carers assessment as and when required

**Care Planning:**

To define service requirements and design individually tailored packages of care to meet assessed needs; considering the views of service users and carers and agreeing any areas of risk with them; to cost the care plan and facilitate the assessment of the service user's ability to contribute towards the cost of service, in conjunction with other staff.  
  
To undertake duties and responsibilities as defined within care co-ordination policies.   
  
To specify the nature of the services to be provided in terms of volume, frequency, duration and quality.

**Specifications:**

Nil

**Implementing the Care Plan:**

In conjunction with staff in the wider service, negotiate the provision of services at the most cost-effective rate and ensure they meet needs, service principles, objectives, and specifications; have a good knowledge of community resources (asset based), to make imaginative use of community resources; stimulate the development of local services; and to contribute to the drawing up of contracts with providers, in conjunction with staff of the Commissioning Service/Contracting and Finance Unit.

**Risk**

To ensure that risk is proactively managed through robust risk assessments and evidence this using the prescribed documentation. To ensure input into all multi-disciplinary meetings and groups including Care Co-ordination, Child Protection proceedings, Vulnerable Adults and Public Protection, where appropriate.

**Safeguarding**

To act as Lead professional in relation to safeguarding adult’s policy and procedures within the integrated team. Attend meeting as required.

**Monitoring:**

To be responsible for developing/working within systems to monitor the delivery of services within budgetary limits and in line with outcomes and specifications and to provide continuing support to service users and carers.

**Reviewing:**

To review the achievement of care plan objectives, reassess needs, and revise the care plan and re-define service requirements accordingly and ensure value for money.

**Service Standards and Service Planning:**

To maintain standards as defined within the Mental Health Act Code of Practice.   
  
To maintain published standards for the delivery of care management and assessment; to notify providers and quality controllers about deficiencies in the standards of services and to inform service planners about unmet need and gaps and shortfall in provision.   
  
To understand and implement current and future legislation that applies to the post.

Managers and supervisors will work closely with the social worker to ensure that the complexity of their allocated work is appropriate to their level of skill, experience and practice. This will be particularly pertinent for those working towards progression. For post-progressed social workers, there is an expectation that higher levels of complexity, risk and autonomy will be managed with appropriate support via supervision and day-to-day practice oversight from line managers.

**Specialist Services and Therapeutic Intervention:**

To undertake the functions of the Approved Mental Health Professional role, this will require you to have a flexible approach in meeting the needs of the service by complying and participating on a duty rota.  
  
Where appropriate, to provide specialist intervention with service users as requested by them or other professionals, in keeping with the training, experience and aptitude of the postholder. To facilitate referrals to other specialism e.g. occupational therapy, Sensory support, Specialised Mental Health services as required. To ensure that users have access to an advocate or independent representative whenever necessary

**Administration:**

To ensure that records and service user/carer information are maintained accurately and securely, using new technology wherever appropriate; to produce reports for management staff when requested; to provide accurate, timely statistical data as required by the service; and to contribute to service administrative requirements necessary.

**Personal Development / Training:**

To maintain up to date professional knowledge and skills through appropriate training and development.

Practice continuous professional development in line with the requirements from the English Social Work regulator.

Undertake a Practice Teaching qualification to level 2 and to mentor students/apprentices/ staff on completion of this qualification. To assist in their development, deliver outcomes and create an environment which is conducive to effective learning.  
  
To participate in and contribute to evidence-based supervision and caseload management

*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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| **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 | Degree in Social Work or equivalent (eg. Dip SW, CSS or CQSW). NB: non-UK qualifications must be at degree level.  AMHP qualification or equivalent (eg. ASW)  Registration with the English Social work regulator  N.B. Social Workers are expected to undertake Practice Teacher training and take a student/apprentice after completing 2 years at post-qualifying level. | Management qualification  Achieve Practice Education qualification within two years of taking up post and take students/ apprentices once qualified  Mentor qualification |
| Experience | Post qualifying experience in a Health or Social Care settings.   Working experience as an ASW/AMHP | Preferably 2 years experience  Mentoring staff |
| Skills & Knowledge | Able to form relationships with service users and carers  Able to perform in a demanding specialism.  Able to work to work autonomously as well as part of a team Able to write reports and undertake research Able to prioritise work and meet tight deadlines  Able to work under pressure.  Able to manage conflict or difficult situations Accurately assess and manage risk Assessment and care planning.  Analyse, evaluate and challenge  Able to respond appropriately to requests for MHA assessments Critical reflection  Excellent Digital skills  Excellent communication skills using several methods (eg. email, Makaton, teleconferencing, etc)  Good inter-personal skills Knowledge of relevant legislation including MCA, LPS and relevant case law Knowledge of the needs of the specific client group supported by the Team. Knowledge of current and proposed legislation and policies.  Must have a proactive approach  Of the cultural aspects and the complexity of the issue regarding this specialism. Of the needs of the specific client group served by the Team. Opportunities and risks of new technologies  Practice Strength based approach with service users. Personalisation Planning, monitoring, and reviewing work.  Practice Asset based approaches (community assets) Specific therapeutic skills.  Strengths based approaches to assessment, planning, management, and practice Use Systemically informed practice when appropriate  Value and take account of the expertise of service users, carers and other professionals  Able to exercise authority in the AMHP role and make decisions independently Evidence of attendance at AMHP refresher training in line with the statutory hours’ requirement  Proven knowledge of MHA(1983) and amendments to the Act (2007) and Code of Practice | Multi-agency working Participation in Adult Safeguarding or Adult protection processes Trauma informed approach to practice Experience of working in a multi-disciplinary or multi-agency environment.  Commissioning services i.e. identifying need, assessing, negotiating packages of care, monitoring, and reviewing Negotiation with providers  Knowledge of court paperwork and processes Implementation of assessment processes in meeting individual need in line with the Mental Health Act 1983 and other relevant legislation  Effective mentoring of staff |
| Personal Qualities | Able to work under pressure Able to work autonomously and as part of a team Committed to equality, diversity, and inclusion Committed to, and practice, continuous professional development. Calm under pressure and ability to multi-task.  Committed to multi-agency working.  Flexible approach to work Open to new ideas and ways of working Proactive Responds well to change.  Self-motivating Service User and carer oriented User and carer oriented  Current driving licence/ car owner or access to a car / means of mobility support to meet demands for domiciliary visits (if driving must have a current valid driving licence and appropriate insurance) | To increase therapeutic skills in line with needs of the team. |