

Job description

Job title		Social Care Lead for Mental Health Issues					
Service Area		Redbridge Directorate			Function	Adult Mental Health	
Team	Mental Health Services		Post number	CC3588		Grade	LBR15
Reports to		Assistant Director & Deputy to Assistant Director					
Responsible for		Social workers throughout MH services in Redbridge, AMHPs and additional staff within the Integrated team as directed by the line manager					
Purpose of job							

To ensure that the values and principles of social care are upheld in the delivery of a high quality service in line with HCPC registration and Professional Capabilities Framework for Social Work.

To liaise with other Trust Social Care leads within NELFT in developing and responding to social care policy developments.

To assist the Redbridge Council and NELFT fulfil its duties and responsibilities in relation to the Care Act 2014, Mental Capacity Act, Deprivation of Liberties, Safeguarding and all other appropriate legislation.

To ensure that a robust legislatively compliant Mental Health Act assessment service is in place for the borough of Redbridge.

To have a clear understanding of the Mental Capacity Act, Mental Health Act and Deprivation of Liberty Safeguards and how it impacts on practice.

To promote and implement principles and practices of working within an integrated health and social care framework.

To ensure a robust development and training plan for social care staff is delivered in the borough.

To ensure professional standards and structures to meet these are in place.

To provide leadership on complex and sensitive issues demonstrating sound professional judgement.

The post holder will act as an Approved Mental Health Practitioner when required.

The post holder will maintain budget oversight for social care budgets held by the borough of Redbridge and will act as required as an additional signatory for placement requests and high cost care packages.

To ensure that London Borough of Redbridge (LBR) staff are appropriately managed by team managers in terms of work attendance, performance targets and that annual appraisals are completed.

To facilitate appropriate support from London Borough of Redbridge to support line managers in their strategic and operational management (e.g. HR, finance, ICT).

Main duties and responsibilities

Lead for Social Care.

The post holder will provide leadership for social care within the service. This will include representing social care within the service, the Trust and in other organisations on issues relating to the social care responsibilities within mental health services.

The post holder will collaborate with other Trust social care leads in responding to new social care legislation, guidance and matters relating to training and development e.g. Care Act 2014, Mental Capacity Act and amendments to the Mental Health Act 2008.

Maintaining Professional Standards for Social Care

The post holder will provide leadership for all legislative and practice issues relating to social care within the service. This will include ensuring that social workers have appropriate qualifications and registration, and that appropriate procedures are in place for approval and re-approval as AMHPs.

Mental Health Act responsibilities

The post holder will ensure that there is a robust framework within which the duties under the Mental Health Act delegated to Redbridge are enacted according to the required standards. S/he will manage the Mental Health Act assessment service for the borough of Redbridge.

Training Plan for Social Care Staff

The post holder will be responsible for delivering a training plan in conjunction with Learning and Development in LBR and NELFT & the Principal Social Worker for all social care staff ensuring a pathway from unqualified to being an Approved Mental Health Practitioner is planned with them. The post holder will work with other professional leads in ensuring a Directorate Training Plan is in place. The post holder will sit on the board of the North East London AMHP training Consortium as the Redbridge representative.

Professional Standards

The post holder has responsibility for ensuring that robust professional supervision arrangements and annual professional development reviews are in place for all social work staff and in addition that a regular peer group forum takes place to update staff on professional and development issues relating to social care.

Membership of the Operational Management Team

The post holder will work closely with the management team in delivering a socially inclusive service to mental health service users so as to aid their recovery.

The post holder will from time to time deputise for the Integrated Care Director in relation to both London Borough of Redbridge and NELFT business as is appropriate.

Financial management

The post holder will have an overview of the social care budgets for staffing and care packages allocated to the service, supporting managers and staff, as appropriate, to work within budget and VFM parameters.

They will work with the Service Director and Team Managers to monitor the spend and to ensure a robust approach is taken to financial management. They will attend finance reviews with the London Borough of Redbridge as is required.

The post holder will chair the Redbridge Mental Health Accommodation Panel and ensure that placements are agreed in a timely and financially prudent way.

Wider Service Developments

The post holder will also, from time to time, engage with commissioners and/or other providers to develop social care provision in the borough, the drivers for such development potentially being financial/good practice/responding to identified need.

Maintaining Own Professional Skills

The post holder will maintain his/her own professional skills through carrying out duties as an Approved Social Worker when required and to ensure the professional registration is fulfilled.

Performance Management

The post holder will ensure that systems are in place to monitor activity under the Mental Health Act.

The post holder will be part of the management team and where appropriate participate in performance management systems within the service.

The post holder will provide reports as required to the Executive Group as part of the performance management of the Partnership established under the Section 75 agreement.

Collaborative Working

The post holder is to be committed to engaging constructively and working in partnership with managers across NELFT, the Local authority, and external stakeholders so as to ensure the delivery of a high quality professional service.

Protocols

The post holder will write policies, protocols for the service, will submit written reports and deliver presentations to internal and external boards and to a wide variety of audiences at different levels as required.

Governance

The post holder will have a clear understanding of governance and accountability arrangements for the service and operate within it.

Anti-Discriminatory Practice

The post holder has responsibility to ensure that all his/her work and the work of those answering to his/her is done within the framework of anti-discriminatory practice and the full implementation of the Equal Opportunities Policies of both the Trust and Social Services. This includes monitoring services and putting measures into place to enhance such practice.

General accountabilities and responsibilities:

Green Statement:

This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality

This will involve:

- Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.
- Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Health and Council databases and systems. Any breaches could result in disciplinary measures.
- Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing

This will involve:

- Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working

This will involve:

- Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.

Equalities

This will involve:

- Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.

Customer Care

This will involve:

- Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.

Health and Safety

This will involve:

- Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team

This will involve:

- Taking responsibility for continuing self-development and participating in training and development activities.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Supporting and contributing to value for money, service efficiencies and improvements.

Flexibility

This will involve:

- The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

The council operates a non-smoking policy

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Person specification

Job Title		Social Care Lead for Mental Health Issues			
Service Area		Redbridge Directorate		Function	Adult Mental Health
Team	MH Services	Post number	CC3588	Grade	LBR 15
<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = most important, 2= least important</i>					
Selection Criteria				A - I - T	Weighting
Minimum Education and Qualifications: CQSW/ Diploma in Social Work or equivalent Degree in Social Work. Current registration as a Social Worker with HCPC.				A-I	3
Post Qualifying Award in Social Work or Masters in SW qualification				A-I	2
Approved Mental Health Professional (AMHP) qualification.				A-I	3
Extensive Post qualified experience in Social Care				A-I	3
Minimum experience/ knowledge/ skills:					
Experience: <ul style="list-style-type: none">• Demonstrable experience in a management post or senior supervisor role in a front line health or social care setting• Substantial working as an ASW/AMHP.• Evidence of developing and maintaining good working practices with a wide range of customers and other stakeholders.• Experience of representing services at multi-agency forums, making informed, sound decisions.• Experience of achieving service improvement through a quality assurance process.• Experience of working effectively in a high pressure environment.• Experience of working with Adult service users and Carers.• Experience of managing complex cases and undertaking risk assessments• Experience of proactive problem solving including complex staffing issues.• Experience of safeguarding and chairing safeguarding meetings.• Understanding of work in relation to Mental Capacity and best interest decision making.• Experience of working in a multi-disciplinary interagency framework.				A-I A-I A-I A-I A-I A-I A-I A-I A-I A-I A-I A-I	3 3 2 2 2 3 3 3 3 3 3 3
Skills <ul style="list-style-type: none">• Excellent verbal and written communication skills, including the					

<p>preparation and presentation of detailed reports and presentations.</p> <ul style="list-style-type: none"> • Ability to evidence change management skills including new ways of working • Ability to understand complex information • Ability to operate at a strategic level. • Able to be resilient, handling information with adult safeguarding concerns that can be emotionally challenging for themselves and others. • Able to demonstrate organisational and project management skills. • Ability to manage and monitoring budgets/financial resources. • Manages time and prioritises work in an effective and productive way either independently or as part of a team. • Information Technology/computer skills 	A-I	2
	A-I	2
	A-I	2
	A-I	3
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	A-I	2
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Knowledge:		
<ul style="list-style-type: none"> • Knowledge and understanding of the provision and delivery of Mental Health Services in the National Health Service, Local Authority, and in the voluntary sector. Understanding of the Government's strategy and plans for modernising health care and in particular mental health care. Identify with the values of the National Health Service, Local Government and an appreciation of their inter-relationship with other agencies. • Knowledge of relevant legislation and guidance that underpins Health and Social Care Mental Health Services. In-depth knowledge and understanding of the Mental Health Act and Care Act and other appropriate legislation. • Excellent Knowledge and understanding of the Mental Capacity Act 2005 and Deprivation of Liberty safeguards legislation • Sound understanding of the integration agenda. • Ability to evaluate practice against professional standards as set by HCPC. • Knowledge, experience and understanding of the process involved in financial and budgetary control and planning. • An understanding of Health and Safety principles 	A-I	3
	A-I	3
	A-I	3
	A-I	2
	A-I	3
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	A-I	3
	A-I	3
	A-I	3
	A-I	3
Minimum competencies:		
Communicating and influencing		
<ul style="list-style-type: none"> • Ability, with support, to influence the attitudes and opinions of others, gaining their agreement through persuasion of ideas, proposals and courses of action. • Effectively lead a team and ensure effective performance from the team. • Creates an environment where team/s are encouraged and developed, to enable them to communicate effectively. • Demonstrate use of professional assertiveness to support decision making. 	A-I	2
	A-I	3
	A-I	3
	A-I	2
	A-I	2
Building relationships, working together and in partnership		
<ul style="list-style-type: none"> • Ability to develop effective working practices within the team and with a range of service providers from both statutory, health and voluntary agencies. • Respect allied professionals knowledge, experience and learning and use it proactively to develop team members existing skill and knowledge base. 	A-I	2
	A-I	3
Respecting & implementing diversity		
<ul style="list-style-type: none"> • Knowledge of the issues surrounding service provision in a diverse environment and a determination to promote equality in policy and practice. • Commitment to diversity issues in both service provision and employment 	A-I	3
	A-I	3

practices.	A-I	3
<ul style="list-style-type: none"> • Demonstrates integrity, fairness and consistency in decision making. 	A-I	3
Planning, organising & achieving results		
<ul style="list-style-type: none"> • Skills in service monitoring, collection of statistics, including analysis of data. 	A-I	3
<ul style="list-style-type: none"> • Identifies good practice and solutions and integrates into team and service provision. 	A-I	3
<ul style="list-style-type: none"> • Develops and/or explains strategic action plans for practical use and thinks and considers possible future change, re-defining strategy from a longer term perspective. 	A-I	3
<i>For those with managerial responsibility</i>		
Leadership		
<ul style="list-style-type: none"> • Demonstrate leadership and good team working skills. 	A-I	3
<ul style="list-style-type: none"> • Forms strategic groups and partnerships to develop and improve services. 	A-1	3
Managing and developing people		
<ul style="list-style-type: none"> • Ability to develop and embed principles of integrated working and to challenge non-compliant practice with team members. 	A-I	3
<ul style="list-style-type: none"> • Encourages organisational learning and continuous improvement. 	A-I	3
Special conditions:		
<ul style="list-style-type: none"> • To demonstrate an understanding of a commitment to Redbridge's Equal Opportunities Policy in both service delivery to the community in relationships with colleagues and in employment practices. 	A-I	3
<ul style="list-style-type: none"> • You may be required to work outside normal office hours on occasions 	A-I	3