

Wirral Council: Job Role Descriptor

Job Role:	Sessional Advanced Professional
Service:	Children's Services
Reports to:	Team Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	PC0146P
Job Family:	People Care
Grade:	PO6

JOB ROLE PURPOSE

Commensurate with demonstrable level of practice and continued professional development and within the Standards of conduct, performance and ethics as described by the Health and care Professional Council (HCPC), ensuring compliance with legal, organisational and multi-agency requirements, work autonomously within a multi-disciplinary team, carrying out assessments on a statutory and non-statutory basis of people who may experience a severe and enduring mental health need, taking into account the wishes of the patient, relatives, carers and other involved professionals. If appropriate take on the role of care co-ordinator.

KEY TASKS

1. Act in the role of an Approved Mental Health Professional (AMHP) as defined by the Mental Health Act 1983 (as amended by the Mental Health Act 2007) and to meet the requirements laid down by 'The Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008'. Comply with relevant legislation and act in accordance with local authority policies and procedures.
2. Undertake initial and on-going assessments of individuals and their carers need for social, psychological and physical care through a process of collaborative negotiation, which allows them as fully as possible to plan, implement and evaluate integrated packages of care and identifies existing and potential support in their social networks. Arrange supplementary specialist assessments when necessary.
3. Respond to statutory requests under the Mental Health Act (MHA), 1983; to take other necessary statutory or other action in relation to the liberty or safety of service users, including in emergency situations, liaising with other agencies as necessary.
4. Arrange and co-ordinate the process of assessments under the Mental Health Act, 1983; adhering to legislative requirements and Codes of Practice, including applying to a court for warrant to enter specific premises and remove a patient if necessary to a hospital or other place of safety to allow for the assessment to take place; applications for detention in hospital or for guardianship and arranging for supplementary specialist assessments when necessary.

5. Summarising assessments in a statement of needs, determining user's priority for services and sharing this with them.
6. Maintaining essential records and providing reports for reviews and other purposes as required e.g. Court of protection, Guardianship.
7. Attend court when required and act as a representative for the local authority in court proceedings, statutory panels and with other agencies.
8. Developed expertise in one or more areas of practice, and familiar with local resources and be recognised by peers as a source of reliable knowledge and advice.
9. Work independently and demonstrate an ability to adapt their approach to more complex cases.

KEY RESPONSIBILITIES

People

Provide information, education and support for family members and carers including undertaking assessment of carers needs when appropriate.

As care co-ordinator and in accordance with the Community care Act, 1990; arrange or purchase services provided by in-house or other agencies to achieve planned outcomes.

Supervise people who use services and have been made the subject of Orders of Court or Guardianship, Ministry of Justice Orders.

Provide or arrange for others to provide counselling or similar therapeutic services.

Reviewing people the needs of people who use the service and monitoring the quality of services in a variety of settings including residential and community.

Work as part of a multi-disciplinary team and where appropriate act as a care co-ordinator.

Participate in regular supervision sessions.

Contribute to meetings with team members, individuals, families, carers and other professionals.

Provide casework supervision, advice and guidance to unqualified staff, students, volunteers and Support Workers and mentor newly qualified Social Workers.

Where appropriate and within the National Competency Framework support/guide students or other members of the team.

Financial

If required undertake welfare benefit checks to people who use services, obtain financial details and determine a charge for services.

Arrange packages of care to meet objectives set in care plans in accordance with budgetary resources and Departmental service priorities.

Strategic

Assist in the development of services with local representatives of statutory, independent and voluntary organisations in order to meet local needs.

Participate in the Departmental re-approval process as and when required and where appropriate to make use of AMHP peer group and forum meetings.

Resources

Adhere to confidentiality policies around data collection and records.

Provide interventions that offer value for money, meet outcomes and build upon people's strengths.

Planning and Organising

Plan, organise and prioritise own work e.g. the responsibility to plan to discharge statutory duty via MHA 1983 assessments.

Adhere to deadlines for such assessments to be undertaken in a timely manner, ensure reports for Managers/Tribunal hearings are completed to deadline and on a daily basis.

Decision Making

Demonstrate a high level of independent decision making often within the legal arena for which the Authority insures and indemnifies AMHPs.

Resolve high level problems, often inter agency and adhere to policies, procedures and legislation.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Social work qualification e.g. Degree in Social Work; DipSW or equivalent.
- 2 Year Post Qualifying Award in Social Work.
- Approved Mental Health Professional qualified.
- Be registered with the HCPC and able to evidence this.

Knowledge & Skills:

- Knowledge of legislation relevant to people with a mental health need:
 - Mental Health Act 1983 (MHA) and/or the Mental Capacity Act 2005 (MCA).
 - Able to demonstrate practice which supports safeguarding legislation.
- Understanding of confidentiality and data protection requirements.
- Able to communicate verbally and in writing with a range of people including non-specialists.
- Able to demonstrate organisational skills.
- Awareness of current practice issues and challenges facing Social Workers
- Commitment to anti-discriminatory practice.
- Able to work with individuals, families, carers/carer groups, irrespective of their circumstances and background.
- Must be willing to move across teams according to the needs of the service.
- Able to demonstrate practice which supports the core principles of the Department of Families and Wellbeing.
- An understanding of and an ability to deliver excellent customer service and to work in partnership with individuals, families, carers/carer groups, colleagues in the council and partner agencies.

Experience:

- Experience of working with vulnerable individuals and families.

Desirable Criteria

Qualifications:

- Relevant post-qualifying/vocational training courses.

Knowledge & Skills:

- Demonstrate ability to arrange packages of care.
- Demonstrate comprehensive IT skills e.g. use of Microsoft Office etc
- Sound assessment and interviewing skills.

Experience:

- Experience of working with carers.
- Experience of working in a Local Authority setting.

- Experience of working with Health colleagues.

ADDITIONAL WORK ELEMENTS

Participate in an AMHP rota where appropriate.

Ability to travel within or outside the Borough.

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job role.

Able to work five out of seven days a week on a rota basis. This includes weekends and unsocial hours.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date

Chris Beyga – Head of Delivery

9th February 2015

Department of Adult Social Services