

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Approved Mental Health Professional (AMHP)	JEID	J0157
Salary Grade:	<u>Up to £43,851 pa</u> SCP 28 - 30 (£35,934 - £37,849) In addition, £6002.31 per annum (paid monthly) as per the allowance framework for out of hours provision. This includes an overnight on call allowance, and enhanced rates for working some weekends and bank holidays.		
Team:	Warwickshire Social Interventions / Out of Hours AMHP Services		
Division / Service:	Social Care & Support services – Mental Health		
Directorate:	People Group		
Primary Location:	AMHPs in the Out of Hours Service are expected to work countywide when undertaking Mental Health Act Assessments. The work base is formally St Michael's Hospital in Warwick but work is mainly from home. This is under review.		
Political Restriction	This position is not politically restricted		
Responsible to:	Lead Practitioner Mental Health/ AMHP Team Leader		

Role Purpose

We are looking for a motivated and enthusiastic individual to join our Out of Hours AMHP Service.

The post holder will be responsible for taking an active role in the countywide Approved Mental Health Professional (AMHP) out of hours rota which covers all age groups. The post holder will work closely with and provide specific support, assessments and advice to the South Warwickshire Mental Health Access Hub and Home Treatment Team in relation to social care and AMHP-related matters.. The Out of Hours AMHP Service is also aligned with our new Social Interventions Service, using social approaches to support people with complex needs presenting in crisis.

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The post holder will work on a shift basis, which include some weekends, and take part in the countywide overnight on call rota.. They will work alongside colleagues from the Access Hub, Home Treatment and the Social Interventions Service to provide an holistic and person-centred service intended to empower individuals to make choices and achieve their desired outcomes. At the current time, working is primarily from home, but office working will also be required, and this is being kept under review.

This post is included within Warwickshire County Council's Section 75 Partnership Agreement with Coventry & Warwickshire Partnership Trust for adult mental health services . You will be subject to the County Council's terms and conditions of employment.

Role Responsibilities

- Practice as an Approved Mental Health Professional (AMHP), including participating in the Approved Mental Health Professional (AMHP) out of hours rota.
- To arrange and coordinate the process of assessments under the Mental Health Act 1983 (amended 2007) adhering to all mental health legislation and related Codes of Practice. This will include following duties and responsibilities as specified within the Act.
- To work with the Trust's Access Hub and Home Treatment Team to facilitate the process of admission to hospital, or assist in the organisation of care as an alternative to hospital admission.
- To provide social circumstances reports, Tribunal and Hospital Managers reports and attend such meetings as required.
- To comply with the statutory duty to refer to an Independent Mental Health Advocate (IMHA) and Independent Capacity Advocate (IMCA) where appropriate.
- Keep appropriate records with an awareness of legal requirements and with regard to record keeping and the use and transfer of information. Both Local Authority and Mental Health Trust policies and procedures for written and electronic records must be adhered to. AMHPs and social workers will be fully aware of the rules of confidentiality.
- Provide reasoned and clear verbal and written reports to promote effective accountable and independent AMHP decision- making and decisions concerning risk and care.
- Collaborate with the Access Hub, Home Treatment and Social Interventions Teams and other statutory, voluntary and independent sector agencies to provide a community-focused service to people in crisis.
- Undertake *prompt* assessments involving customers / service users and carers, where appropriate, to formulate an immediate plan of care to enable a client to remain at home, wherever possible.

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- To work with people suffering mental distress on a short-term solution-focused basis that empowers the person to resolve their current crisis.
- To undertake these tasks within a philosophy of recovery and social inclusion.
- Undertake safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews and perform a key working role where appropriate.
- To contribute to the monitoring, reviewing and evaluation of services.
- Provide supervision to other social care staff/students, as appropriate, according to their level of qualification and experience. Act as supervisor and mentor to students and AMHP trainees and assist new staff with induction processes.
- Maintain an up to date portfolio which records personal development and skills training undertaken, any supervision of AMHP trainees carried out and any other relevant practice.
- Participate in supervision and in Department Staff Appraisals.
- Maintain awareness of current trends, practices and research on mental health. Participate in governance and developments in the workplace.
- Make available specialist advice and knowledge through co working and training within a multi-agency approach.
- Attend AMHP training as required to maintain practice competence and attain re-approval via the department's re-approval procedure. Take responsibility for personal development needs in relation to AMHP practice, through attendance at appropriate training, regular attendance at AMHP meetings / forums and any other ways of keeping up to date with mental health legislation and practice.

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
A Commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Department's Race Equality Strategy.	A,I
Professional Social Work qualification and current registration as a social worker with the Social Work England, or equivalent qualification and registration in another relevant profession (e.g. nursing, occupational therapy)	A,D
Significant experience of working with adults experiencing severe mental illness.	A, I
A flexible approach to working hours	I
Qualification as an Approved Mental Health Professional (AMHP)	A,I,D
Ability to work on a short term basis to resolve crisis within a multi-disciplinary approach, and/or short term intensive home treatment	A,I
Able to communicate effectively and to work collaboratively with clients, carers and professional workers.	A,I
Proven ability to manage a complex and demanding workload	A,I
Commitment to working with and a positive attitude to people who are experiencing severe and/or enduring mental health problems.	A,I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).	D
Proven ability to work as part of a team	A,I
Excellent inter-personal skills	A,I
Ability to travel effectively throughout the County. Use of own vehicle	A,I

Desirable Criteria	Assessed By:
Experience of working in a busy multi-disciplinary Crisis Resolution / Home Treatment Team or similar	A,I
Good understanding of mental health legislation, safeguarding and social care policy as it relates to people with mental health difficulties	A,I
Good administrative skills, including the ability to use a computerised records system	A,I

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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

☒ Regular client contact or care	☐ Exposure to noise levels (above 80dbA)
☒ Lone working	☐ Working with waste or refuse
☒ Night working	☐ Food Handling
☐ Work at heights	☐ Manual handling tasks
☐ Working in confined spaces	☐ Electric work
☒ User of Display Screen Equipment (DSE)	☐ Contact with Latex
☐ Repetitive tasks	☐ Chemical / Dust / Fume Exposure (COSHH)
☐ Continual telephone use (<i>call centre</i>)	☐ Working with vibrating tools / machinery