

# 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:	Social Worker/Approved Mental Health Professional [AMHP]	JEID	JO157
Salary Grade:	Approved Mental Health Professional*** SCP 28- SCP 30 (£37,568 - £39,571) *** or willing to train and practice as an AMHP( please note salary scale is different for applicants who are Non AMHP status) see below [Level 2 Social Worker: SCP 20 - SCP 23 £30,0951 - £32,798] [Level 3 Social Worker: SCP 23 - SCP 26 £32,798 - £35,336]		
Team:	Memory Assessment and Community Dementia Services		
Division / Service:	Adult Mental Health		
Directorate:	People Group		
Political Restriction	This position is not politically restricted		
Responsible to:	Team Manager		

### Role Purpose

To provide a social work and care co-ordination service to people living with dementia who use specialist mental health services.

To provide person-centred support to people living with dementia and to their families so as to enhance their quality of life, promote the maximum degree of independence, and to uphold dignity and rights.

To advise and support a team of multi-disciplinary colleagues on issues pertaining to social care and support.

To implement the Care Act, the Mental Capacity Act and other legislation within the context of a multi-disciplinary mental health team.

### Role Responsibilities

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- To practice as an Approved Mental Health Professional (AMHP), including participating on the Approved Mental Health Professional (AMHP) rota when required. *\*(Post holders who do not have AMHP status **must** be prepared to undertake AMHP training)*
- To collaborate with the multi-disciplinary team and other statutory, voluntary and independent sector agencies to provide a community focused service to people with dementia and cognitive impairment.
- To undertake assessments involving customers and carers and, where appropriate, to formulate a plan of care and support to help people achieve their outcomes.
- To provide and arrange care in an innovative way as determined by the assessed needs of the customer, including working flexible hours during the working week.
- To provide care co-ordination under the Care Programme Approach (CPA)
- To assess service users' capacity to make relevant decisions, and to ensure that for those lacking capacity actions taken are in their best interests
- To undertake reviews for service users subject to CPA, and Section 117 After-Care and for those receiving care and support services
- To contribute to the effective working of the multi-disciplinary team by sharing core tasks e.g. duty, and offering specialist social work advice and support to colleagues
- To undertake all tasks in a way which promotes social inclusion and independence
- To undertake safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews
- To maintain up to date service user records as required
- To provide information on service users' and carers' needs and the services delivered so as to enable 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
- To participate in regular supervision and appraisals
- To ensure that Health and Safety responsibilities are carried out in accordance with the Department's health and Safety policy and procedures
- To undertake duties that the County Council shall from time to time require which are consistent with the nature and grading of the post

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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 Equality and Diversity Policy Statement.	A,I, D
Professional Social Work qualification and current registration as a social worker with the HCPC.	A,D
Significant experience of working with adults with dementia or severe and enduring mental illness (or other relevant social work experience)	A, I
A flexible approach to working hours	I
Approved Mental Health Professional (AMHP) status or a commitment to train and practice as an AMHP	A,I,D
An ability to work to resolve crises within a multi-disciplinary approach	A,I
An ability to communicate effectively and to work collaboratively with clients, carers and professional workers.	A,I,D
A proven ability to manage a complex and demanding workload	A,I,D
A commitment to working with a positive attitude with people who are experiencing severe and/or enduring mental health problems.	A,I,D
Satisfactory completion of an enhanced check through the Disclosure and Barring Service	D
A willingness to ensure that health and safety responsibilities are carried out in accordance with the Directorate's health and safety policy and procedures.	A,I,D
Agreement to respect and maintain confidentiality of information	A,I,D
The ability to travel effectively throughout the County.	A,I
A good understanding of mental health legislation, safeguarding and social care policy as it relates to people with mental health problems	A,I,D

Desirable Criteria	Assessed By:
Experience of working in a multi-disciplinary community mental health setting	A,I,D
A Practice Educator qualification	A,I
Personal qualities that contribute to the team's performance	A,I
Good administrative skills, including the ability to use a computerised records system	A,I,D

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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.

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