

# Job Description

For streamlined positions

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:            | Mental Health Social Worker                                                                                            | JEID | SW002 |
| Salary Grade:         | Grade J                                                                                                                |      |       |
| Team:                 | Adult Mental Health Social Care Team                                                                                   |      |       |
| Service Area:         | Social Care and Support – Mental Health                                                                                |      |       |
| Primary Location:     | North Warwickshire. If the service requires it, you are expected to work across the County and across Teams as needed. |      |       |
| Political Restriction | This position is not politically restricted.                                                                           |      |       |
| Responsible to:       | Team Leader                                                                                                            |      |       |
| Responsible for:      | N/A                                                                                                                    |      |       |

### Role Purpose

This role is to provide social work interventions as part of a multidisciplinary mental health team working in the community. You will mainly be working with people who are experiencing complex mental health problems and who may have a diagnosis such as schizophrenia, bipolar, complex trauma, dementia, depression, autism, OCD or anxiety.

As part of a multi-disciplinary team your focus will be on providing a range of strengths-based social work interventions underpinned by a philosophy of recovery, building resilience, social inclusion and maximising community and social engagement.

You will be seconded to Coventry and Warwickshire Partnership Trust (CWPT) under a successful section 75 partnership agreement to work in an integrated mental health team alongside other disciplines including, but not limited to, Psychiatrists, Nurses, Occupational Therapists and Psychologists. However, you will be line managed by, and receive supervision from, a Mental Health Social Care Team Leader.

When ready, you will be willing to train as an Approved Mental Health Professional (AMHP) as part of your professional development.

## Role Responsibilities

- Undertake direct social work with individuals through the provision of a range of strengths-based and community focussed interventions to achieve their social outcomes.
- Work with individuals to empower them to make their own decisions and to more effectively problem solve.
- Actively support people to develop their community networks and build resilience.
- To build excellent and effective relationships with other agencies and the local community and to sign-post when appropriate.
- Collaborate with other statutory, voluntary and independent sector agencies to provide a community-focused service to people with mental health difficulties.
- To work in partnership and engage other professionals to ensure there is a multi-agency approach which enables the adult and/or their carer to live as independently as possible.
- Undertake social work that encourages engagement and recovery, identifies the individual's social outcomes to be achieved, ensures a multi-disciplinary input into the process and ensures customer and carer participation.
- To carry out meaningful conversations to inform assessments which determine eligibility under the Care Act 2014.
- To develop and review creative support plans which focus on the outcomes the individual has identified, to promote their independence and ensure Care Act 2014 needs are met in a way which maximises their strengths and community assets.
- To participate in multi-disciplinary meetings and provide a social care perspective.
- Providing information and advice to customers and carers so that they can make informed decisions to meet care and support outcomes.
- Developing knowledge of local services, facilities and resources that are available in the area (for example local voluntary and community groups) in order to improve people's independence and wellbeing.
- To work in a modern and flexible way through the use of technology.
- To meet statutory requirements including best practice in relation to the principles of the Care Act 2014, the Mental Capacity Act 2005 and the Mental Health Act 1983.
- Where appropriate you will undertake Mental Capacity Assessments, adhering to the Mental Capacity Act 2005 and its Guidance.
- Undertake safeguarding investigations, attend planning meetings, case conferences and reviews and perform a key working role where appropriate
- Ensure that all recording of social work activity is carried out in accordance with policy and procedures and with due regard to data protection and confidentiality.
- To participate fully in the duties of the team, including the duty/referral systems, team meetings and other meetings determined by the Team Leader and/or Operations Manager.
- Maintain accurate and concise case records and produce reports on time. There will be a requirement to case record on both Mosaic (WCC) and Carenotes (CWPT).
- Receive and fully participate in reflective practice and supervision from the designated Team Leader.
- Participate in staff appraisal.

- The post holder must be prepared to undertake AMHP Training as and when agreed with their Line Manager
- Ensure that Health and Safety responsibilities are carried out in accordance with the Department's health and safety policy and procedures.
- Undertake duties that the County Council shall from time to time require which are consistent with the nature and grading of the post.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

|           |                             |
|-----------|-----------------------------|
| Job Role: | Social Care Worker- Level 2 |
|-----------|-----------------------------|

### Main Tasks

- Provides a social work service, to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices social work accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- Manages a mixed case load, including a small number of the more challenging cases that involve vulnerable people with complex problems. The proportion of complex cases will increase, with appropriate supervision, in preparation for progression to level 3.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertake safeguarding investigations when competent and under close supervision, attending planning/ strategy meetings, case conferences and reviews as required and if appropriate perform the keyworker role.
- Ensures that all recording of social work activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

## 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:

|                                                                                                                                                                                                                              |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Professional SW Qualification and current registration as a social worker with Social Work England                                                                                                                           | A,I, D |
| The ability to interpret and critically analyse varied and complete information or situations with a proposed solution or a plan of action.                                                                                  | A,I,T  |
| The ability to utilise a range of communication skills to engage and work with vulnerable people who may present with complex and challenging needs in order to meet desired outcomes                                        | A,I,T  |
| The ability to undertake assessment of a range of needs and situations, including those more complex, in developing appropriate plans in partnership with other people.                                                      | A,I,T  |
| The ability to represent the local authority in a range of settings. Understands and keeps abreast of the complex climate in which we operate.                                                                               | A,I    |
| The ability to act autonomously within agreed levels of accountability, seeking guidance from line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.     | A,I    |
| The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.                                                                                                | A,I    |
| The ability work professionally and flexibly with members of your team and the wider organisation.                                                                                                                           | A,I    |
| Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.                                | A,I,D  |
| To be computer literate and operate a range of information technology systems in order to meet service need in relation to the social work role.                                                                             | A,I    |
| Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession.                                                         | A,I,T  |
| Evidence of ongoing commitment to post qualifying continuous professional development as per Social Work England requirements. Specific commitment to meeting the requirements of Warwickshire's Social Work Career Pathway. | A,I    |
| To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a level 2 Social Worker.                                                                                       | A,I    |
| Willing to undertake training to become an Approved Mental Health Professional (AMHP) with a view to participating in a countywide AMHP rota.                                                                                | I      |
| Satisfactory check through the Disclosure and Barring Service.                                                                                                                                                               | D      |

## Desirable Criteria

Assessed By:

|                                                                                |     |
|--------------------------------------------------------------------------------|-----|
| Experience of working with adults with a range of mental disorders and Autism. | A,I |
| Experience of working in a multi-disciplinary community mental health setting. | A,I |

|                                                                                                        |     |
|--------------------------------------------------------------------------------------------------------|-----|
| Experience of working with Mosaic and/or Carenotes.                                                    | A,I |
| A practice educator qualification.                                                                     | A,I |
| Experience Supporting and mentoring Social Work students.                                              | A,I |
| The ability to build good working relationships in difficult situations.                               | A,I |
| To be able to work effectively with customers who are experiencing complex and challenging situations. | A,I |
| Able to adapt quickly and flexibly to new demands and changes.                                         | A,I |

## 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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|                                                                                                                                                       |                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Provision of personal care on a regular basis                                                                                | <input type="checkbox"/> Driving HGV or LGV for work                                                                                                                                            |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input checked="" type="checkbox"/> <b>Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)</b> |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis                                                              | <input checked="" type="checkbox"/> <b>Restricted postural change – prolonged sitting</b>                                                                                                       |
| <input checked="" type="checkbox"/> <b>Lone working on a regular basis</b>                                                                            | <input type="checkbox"/> Restricted postural change – prolonged standing                                                                                                                        |
| <input type="checkbox"/> Night work                                                                                                                   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching                                                                                                              |
| <input type="checkbox"/> Rotating shift work                                                                                                          | <input type="checkbox"/> Manual cleaning/ domestic duties                                                                                                                                       |
| <input type="checkbox"/> Working on/ or near a road                                                                                                   | <input type="checkbox"/> Regular work outdoors                                                                                                                                                  |

|                                                                                                    |                                                                                                                          |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>Significant use of computers (display screen equipment)</b> | <input checked="" type="checkbox"/> <b>Work with vulnerable children or vulnerable adults</b>                            |
| <input type="checkbox"/> Undertaking repetitive tasks                                              | <input checked="" type="checkbox"/> <b>Working with challenging behaviours</b>                                           |
| <input type="checkbox"/> Continual telephone use (call centres)                                    | <input type="checkbox"/> Regular work with skin irritants/ allergens                                                     |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks                                       | <input type="checkbox"/> Work with vibrating tools/ machinery                                                            |
| <input type="checkbox"/> Work involving food handling                                              | <input type="checkbox"/> Work with waste, refuse                                                                         |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids                              | <input checked="" type="checkbox"/> <b>Face-to-face contact with members of the public</b>                               |
| <input type="checkbox"/> Other (please specify):                                                   |                                                                                                                          |