

**Saving *lives*,
Improving *lives***



Northern Care Alliance
NHS Group

Salford | Oldham | Bury | Rochdale | North Manchester

Northern Care Alliance

Job Description & Person Specification



Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference



The Northern Care Alliance is an NHS Group formed by bringing together two NHS Trusts, Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust.

As an NHS Group, we can deliver a more co-ordinated way of providing safe and sustainable local health services, consistent with the concepts of standardisation of best practice across our hospitals and community services in Greater Manchester.

Our four Care Organisations (Salford, Oldham, North Manchester, Bury & Rochdale) provide services to over one million people in Greater Manchester and the North West.

We employ 17,500 staff, have a combined operating budget of £1.3bn and provide 2,000 beds.

The Alliance was formed:

- To provide safe, reliable and high-quality care
- To provide economies of scale
- To improve management of healthcare at a local level
- To bring together health and social care in each local area.

The Alliance provides a range of healthcare services including five hospitals and associated community services - Salford Royal, The Royal Oldham Hospital, Fairfield General Hospital in Bury, Rochdale Infirmary and North Manchester General Hospital.

Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

We are creating an environment each individual will be inspired and empowered by to be the best they can be. Thanks to our size and geographical reach, we are able to offer an abundance of career opportunities, internal mobility and development opportunities that cannot be met elsewhere. This is a really exciting time to join our new team.

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting



with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & People Focus

This value enables us to place the patient first in everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs



Job Description

Job Title: Advanced Social Work Practitioner (Adults)

Band: 4C £38,813 - £41,675 plus one increment for AMHP Manager

Reports to: Team Manager

Responsible for: Social workers / AMHPs

Base/Department: Community Mental Health Team

Main purpose of the job:

The post holder will be seconded to work at Greater Manchester Mental Health NHS Foundation Trust (in line with the current s.75 agreement) as an Advanced Social Work Practitioner based at one of the adult Community Mental Health teams (CMHT) in Salford.

The main purpose of the role will be to provide leadership with respect to social work, AMHP practice and social care within the CMHT and across the division. The postholder will carry a significantly reduced CPA caseload resulting in capacity to provide professional and line management supervision, consultation with respect to complex casework and to support the continuing professional development of social workers.

The post holder will also act as an Approved Mental Health Professional (AMHP) and AMHP Manager on a rota basis.

They will also be expected to assist the team manager with various leadership roles at the CMHT.

Main Tasks & Overview of Responsibilities

The post holder will support and provide professional supervision to social workers working in the CMHT. The post holder will be an Approved Mental Health Professional (AMHP) and will carry out the statutory duties of an AMHP in accordance with the relevant legislation, national and local policies and professional code of conduct. The post holder will be expected to maintain their AMHP status, to participate on the AMHP Manager duty rota and to take part in the AMHP duty rota.

The post holder will also:

Provide positive leadership, support, professional consultation and advice to all staff at the CMHT.

Provide consultation and guidance with respect to complex social care practice issues to care coordinators and senior staff within the team.

Assist the Team Manager in providing clinical leadership to the team and ensuring effective service delivery by promoting high standards of practice.

Act as Care Coordinator in line with the Care Programme Approach and carry a significantly reduced caseload in recognition of other duties.

Carry out social work duties in relation to complex cases, requiring the highest levels of skills, knowledge and professional expertise.

The post holder will report to the CMHT Team Manager for day to day management. Professional social work supervision will be provided by the Operational Lead for Social Care for Salford services.

The post holder will aim at all times to promote the independence and well-being of adults of working age to assist social inclusion and valued community presence and to enable the widest possible expression of chosen lifestyle.

Be responsible for managing specific aspects of practice and service delivery in the absence of the Team Manager.

Contribute to the development of the service

Leadership

Facilitate effective team working by promoting team goals and sharing information, identifying and encouraging strengths within the team and offering support and guidance.

Ensure service delivery is in line with performance management frameworks and the strategic direction of the service, facilitating effective outcomes for service users and liaising with the Team Manager where standards are not being met.

Promote healthy and safe working practices within the staff team by managing time and workload, identifying signs of stress in self / others and taking appropriate action.

Support the Team Manager to ensure the team meets service related and statutory responsibilities.

Support the Team Manager in managing the team caseload, ensuring timely allocation and closure of work.

Provide leadership with respect to adult and child safeguarding. Provide oversight of s.42 enquiries and chair strategy and case conference meetings, working with service users and partner agencies to address safeguarding concerns while adhering to the principles of making safeguarding personal.

Provide leadership around social care and AMHP practice within the team.

Provide leadership with respect to complex casework and risk management.

Participate in staff recruitment through the TRAC system, contributing to shortlisting and interviewing.

Investigate complaints, undertake 3 day reviews and support the investigation of serious untoward incidents (RCA) as directed by the team manager and when there is sufficient workload capacity for this.

Deputise for the Team Manager in her / his absence.

Contribute to the development of social work and social care services at the CMHT.

Deputise for the Operational or Professional Leads for Social Care and contribute to ensuring the effective delivery of social care within the Salford division.

AMHP Management and Practice

Support the Professional and Operational Lead for Social Care in the operational and strategic management of the city-wide AMHP service, including:

- Participation in the AMHP management rota to provide day-to-day management of the city-wide AMHP rota, prioritisation of referrals and advice to duty AMHPs.
- Consultative advice and professional support to practising AMHPs.

- Participation in the AMHP re-approval process, supporting AMHPs to complete portfolios for the reapproval panel.
- Professional AMHP supervision to social workers in the team who are practicing AMHPs.

Maintain AMHP competence and practice by participating in the city-wide AMHP rota and undertaking at least 18 hours relevant training per year in line with statutory regulations.

Supervision

Provide professional supervision and support to social workers in relation to ongoing professional development and post qualifying awards.

Provide line management to social workers and staff from other disciplines as directed by the Team Manager.

Provide AMHP supervision to qualified AMHPs and trainee AMHPs. The postholder will act as practice educator to trainee AMHPs in their final year of training.

The post holder will supervise and assess newly qualified social workers as part of their Assessed and Supported Year in Employment (ASYE) and also supervise and assess social workers applying for level 3 status.

Contribute to the formulation and completion of appraisals and personal development plans for staff at the CMHT.

Ensure that social work practice is carried out in accordance with the requirements of relevant legislation, statutory guidance, policies and procedures.

Coordinate the provision of practice placements for student social workers at the team in conjunction with the Professional and Operational Lead for Social Care.

Provide information and guidance with respect to social care across the multi-disciplinary team and collaborate with senior clinical staff from other disciplines.

Advise the Team Manager and / or Operational Lead for Social Care of any performance or training issues and contribute to resolving these.

Professional Development

Undertake relevant training to ensure continuing professional development. Participate in the delivery of training as required.

Demonstrate commitment to continuous professional development by maintaining knowledge of relevant legislation, policies, procedures, guidance, research findings and best practice, enabling the provision of expert knowledge and theoretical perspectives to promote evidence-based practice and excellence.

Facilitate the development of professional judgement and decision-making skills in others.

Provide coaching and mentoring to social work staff to enable them to take responsibility for their own practice depending on their knowledge, experience and skills.

Provide a professional lead role within the team as agreed with the Professional Lead for Social Care.

Professional Practice

Participate in providing needs led assessments, risk assessment and social work interventions to service users, families and carers as appropriate; ensuring such interventions are underpinned by social work values.

A working and applied knowledge of the Care Act (2014) to assess an individual's level of need, based upon the national eligibility criteria. Determine an individual's ability to meet Care Act outcomes, understand their wishes and feelings while identifying personal strengths and community assets. Determine the provision of support required using a person-centred approach and, where appropriate, commission packages of care in line with agreed personal budgets.

Provide care co-ordination under CPA to individual service users experiencing a range of severe mental health issues. As part of this, provide tailored interventions and individualised care which is strengths based, recovery and outcome focused.

Recognise carers' needs, undertake carers' assessments and develop personalised support plans as required to meet identified needs in line with the Care Act (2014).

Carry out appropriate review or re-assessment of individuals and/or carers as required.

Respond to adult safeguarding enquiries in line with the Care Act (2014) when it is deemed that an adult with care and support needs may be at risk of abuse or neglect.

Act as Enquiry Lead in adult safeguarding cases and work in collaboration with other interested parties in the investigation of abuse or neglect in line with s.42 Care Act, local policy and procedures. Contribute to the development of an agreed

safeguarding plan for the service user and carry out interventions which are personalised to the service user to promote their safety and well-being.

Contribute to the oversight of adult safeguarding referrals to the team. Chair safeguarding meetings, working with service users and partner agencies to address safeguarding concerns while adhering to the principles of making safeguarding personal.

Perform the role of Best Interests Assessor (BIA) and contribute to Salford City Council's BIA rota as required. If not already practising as a BIA, be willing to undertake training.

As Advanced Social Work Practitioner, model high standards of social care practice to other members of the multi-disciplinary team and the wider mental health social work workforce.

Manage specific complex and sensitive tasks as directed by the Team Manager or Professional / Operational Leads for Social Care.

Practice in line with the relevant pieces of legislation (and related codes of practice, statutory guidance) relevant to the role; Care Act (2014), Mental Health Act (1983), Mental Capacity Act (2005) and Children Act (1989).

Ensure adherence to key national guidance and relevant local policies and procedures. For example, in relation to safeguarding children and adults.

Participate in multi-disciplinary working by providing a social care perspective at regular MDT meetings and clinical zoning meetings.

Provide court and tribunal reports as required, for example to the Mental Health Tribunal and Court of Protection.

Contribute to the development of the team, individual staff and one's own development by:

- Attending supervisory meetings
- Complying with the Appraisal and Personal Development Programme
- Attending staff meetings
- Participating in training and development forums.

Work flexibly as per service need and undertake other reasonable similar duties that may be allocated occasionally commensurate with the general nature and grading of the post.

Professional Conduct

Demonstrate a high level of personal integrity by being responsible for own actions and decisions and advice given to others, being willing to respond constructively to mistakes or errors of judgement.

Maintain high ethical standards, both personal and professional, by upholding the principles of fairness and natural justice and balancing appropriately openness and transparency with the need for confidentiality.

Actively promote equality by identifying potential for discrimination and challenging inequality in all circumstances.

Ensure adherence to confidentiality policies and procedures for self and team members.

Maintain high standards of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date.

Communication and Service User Focus

Communicate information effectively by adopting an appropriate style when writing or speaking to individuals or groups or when using information technology.

Present information and informed opinion in a professional manner, promoting a positive image for social work and Salford Royal Foundation Trust values.

Ensure the Team Manager is aware of any complaints received and contribute to the resolution of these in accordance with the relevant complaint's procedure, ensuring actions, outcomes etc are appropriately recorded.

Innovation and Adaptability

Generate creative solutions to work challenges by questioning traditional assumptions and ways of working, exploring alternatives and adapting potential solutions appropriately.

Demonstrate a flexible approach to change by adapting positively to new circumstances, seeing beneficial opportunities in change and encouraging others to do likewise.

Demonstrate a commitment to User focussed service delivery by prioritising effectively under pressure, balancing competing demands and accommodating high expectations.

Reasoning and Problem Solving

Make effective and timely decisions by seeking all possible relevant information, consulting appropriately, probing facts and analysing issues from different perspectives.

Possess a methodical approach to problem solving; breaking problems down into constituent parts, logically differentiating key elements, drawing conclusions based on information available and finding possible solutions.

Strategic Awareness

Demonstrate a strategic perspective by maintaining awareness of corporate, national, directorate and governance issues and their implications for service



delivery, feeding back such issues to the Professional and Operational Lead for Social Care.

Have an awareness and involvement in the implementation of strategic initiatives and encourage other members of the Social Work Team to do likewise.

Contribute to the monitoring and evaluation of the service.

Represent the team at multi-agency meetings and liaise effectively with other teams, departments and agencies to promote better services for service users of the Community Mental Health Team and ensure that the social care agenda is represented.

Other

The post holder must carry out their duties with full regard to Salford Royal NHS Foundation Trust's policies and procedures.

To undertake any other such duties reasonably commensurate with the level of this post.

To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that information sharing is in line with the requirements of the Data Protection Act (2018).

Salford Royal Foundation Trust Value

We have four core values which are the focus for how our staff and volunteers work with each other to provide care for our patients.

These core values form part of the Trust's Performance Framework which regularly reviews how staff are performing against each of the values.

1. Patient and Customer Focus

This value enables us to place the patient first with everything we do

All staff are required to demonstrate that they

- Communicate effectively with patients, families and colleagues
- Proactively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos

2. Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done

All staff are required to demonstrate that they

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

3. Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they

- Are transparent and results focused
- Display personal accountability towards problem solving
- Recognise and accept accountability beyond their job role.

4. Respect

This value is about respecting patients and colleagues alike and also the on-going reputation of the organisation.

All staff are required to demonstrate that they

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs
- Are a guardian of the Trust's reputation and resources.

Health & Safety

As well as the general duty of care, any specific responsibilities relating to staff or patients on health & safety and any hazards associated in the normal course of the role.

All people (including consultants) who manage others

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

General Staff (including junior doctors/volunteers/contractors/honorary contract



holder/locums/agency bank

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

Electronic Patient Record

Salford Royal uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working at Salford Royal must receive EPR training.

Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all time.

Revised by: Anne Marie Lord (Operational Lead for Social Care) and John Fenby (Professional Lead for Social Care) - May 2019

Agreed job description signed by holder:



Person Specification

	Specification	Essential / Desirable	Evidence AP – Application Form IN - Interview OA – Other assessment
Registration	Registered with the Health and Social Care Professions Council	E	Certificates
Essential Qualifications	Relevant Professional Qualifications DipSW, BA, MA in Social Work, CQSW Best Interest Assessor or willingness to undertake the training	E E	AP Original Qualification Certificates

	Approved Mental Health Professional (AMHP) status.	E	
Knowledge, Skills and Experience	<p>Experience practising as an AMHP.</p> <p>Experience undertaking complex casework in accordance with key legislation (e.g. Care Act, Mental Health Act and Mental Capacity Act).</p> <p>Experience of supervising / managing others.</p> <p>Experience of training / mentoring others.</p> <p>Experience of providing guidance with respect to social care and social work practice to others.</p> <p>Experience of coordinating multi-disciplinary assessments and planning meetings.</p> <p>Experience of leading s.42 adult safeguarding enquiries.</p> <p>Experience of writing detailed reports for Court or Tribunals.</p> <p>Substantial experience commissioning packages of care line with the Care Act 2014.</p> <p>Prior experience working as a care coordinator in community mental health services.</p> <p>Experience chairing multi-disciplinary meetings (e.g. best interest meetings, case conferences).</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	AP IN (all)

	Experience of commissioning jointly funded packages of care.		
	Prior experience in a leadership role.	E	
	Good interpersonal skills and the ability to develop productive working relationships with service users, carers and families.	D	
	Sensitivity and perception in the assessment of vulnerable service users and their families with complex needs, using the assessment and safeguarding frameworks.	E	
	Skilled in social work interventions and highly complex risk assessment / management.	E	
	Ability to work with adults to promote their independence and well-being.	E	
	A commitment to social inclusion and the provision of appropriate and accessible services	E	
	Ability to demonstrate anti discriminatory practice in a social care setting.	E	
	Ability to interpret and advise non-social work colleagues on the application of key legislation (e.g. Care Act, Mental Health Act and Mental Capacity Act).	E	
	Knowledge of child care legislation, policy and guidance and an understanding of the impact of mental health issues	E	

	<p>upon parenting abilities.</p> <p>Ability to represent the social work profession and AMHPs both within the Trust and at external meetings as required.</p> <p>Ability to develop detailed reports, including those needed for court.</p> <p>Ability to work effectively with others as part of a multi-disciplinary team.</p> <p>Competent negotiation and arbitration skills to deal effectively with conflict within emotive or difficult situations.</p> <p>Skilled in organisation and prioritisation of workloads, making informed decisions and evaluating outcomes.</p> <p>Ability to use computerised information technology.</p> <p>Knowledge of related areas such as housing and welfare rights legislation.</p> <p>Knowledge and skills in relation to substance misuse.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	
Additional Skills	<p>Ability to work independently in a flexible manner whilst managing own time and work load effectively.</p> <p>Commitment to continuing professional development</p>	<p>E</p> <p>E</p>	AP IN (all)
Special	This post is exempt from the		AP IN (all)

Requirements	<p>provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p> <p>The Trust is committed to safeguarding and promoting the welfare of vulnerable adults and children and expect all staff to share this commitment.</p>	<p>E</p> <p>E</p>	
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