

**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



We're thrilled you're thinking of joining us!

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: Social Worker

Band: Qualified Social Worker Scale 3B(AYSE) – 4B (AMHP Status)

(£26,470 – £38,052)

Reports to: Team Manager

Base/Department: Community Mental Health Team

Main Tasks & Overview of Responsibilities

The post holder will be based at an adult community mental health team within Greater Manchester Mental Health NHS Foundation Trust. The post holder will provide assessment for service users and carers, in line with the Care Act (2014). The post holder will act as a care co-ordinator in line with the Care Programme Approach (CPA).

The post holder will be an Approved Mental Health Professional (AMHP) or willing to undertake the relevant training, and will carry out the statutory duties of an AMHP in accordance with the relevant legislation and policies.

They will work to the HCPC Standards of Proficiency for Social Workers in England.

The post holder will report to the Team Manager for day to day management. Professional social work supervision will be provided by an Advanced Social Work Practitioner.

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

Qualifications

- Certificate of qualification in Social Work (Essential)
- AMHP qualification (Desirable)
- Best Interest Assessor Qualification (Desirable)

Professional

Promote and provide expertise and guidance to the wider multi-disciplinary team on a range of social work interventions, which acknowledge the social context, human rights and self-determination of the individual. Advise health colleagues in respect of key legislation and social policy which inform social work practice.

Assess the health and social care needs of service individuals referred to the adult community mental health team who present with a range of mental health issues and related risks.

Work as part of an integrated team, sharing information in an appropriate and secure manner using the electronic recording systems.

Work in partnership with other statutory, voluntary and community agencies working towards greater social inclusion for service users and carers.

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.

Establish and maintain therapeutic relationships and where appropriate provide support and general advice to service users, carers and families.

Apply a working and applied knowledge of the Care Act (2014) in order to assess an individual's level of need, based upon the National Eligibility Criteria. Determine an individual's ability to meet established Care Act outcomes, to understand their wishes and feelings, identifying their strengths and capabilities and with the person's involvement, determine the provision of support. Commission packages of care where appropriate in line with agreed personal budgets.

Recognise carers' needs, conduct assessments and develop support plans to meet these 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 well-being and safety.

Work with and support service users who are parents using a Think Family approach. Have an understanding of Children Act 1989 and 2004, local and national policies and practice guidance and respond appropriately when identifying concerns relating to the welfare of children.

Observe the requirements of the Mental Capacity Act (2005), its related codes of practice, relevant case law and Trust policies and guidance documents and conduct assessments of capacity.

Where applicable authorise management of service user's finances through formal appointee ship.

Observe the requirements of the Mental Health Act 1983 (as amended), its related codes of practice, relevant case law as well as Trust policies and guidance documents which relate to it.

Convene and attend meetings in accordance with s.117 Mental Health Act and CPA requirements. Lead on ensuring social care aftercare provisions and legislative requirements under s.117 are met.

Produce Court reports, for example Mental Health Tribunal reports and witness statements for the Court of Protection.

To be willing to undertake AMHP training or if qualified to act as an AMHP on the duty rota in Salford.

Make every effort to ensure the service user's and public's safety and well-being are met within the Trust's risk management framework and in line with Trust policies and procedures; identifying possible risks and alerting the team manager to any potential serious risk situations and complete Datix incident records in line with Trust policy.

To be aware of and adhere to Trust policies and procedures in relation to the Data Protection Act (2018).

Personal

To be aware of own limitations, seeking advice where necessary.

Attend team meetings, professional forums, complete mandatory training and other training events as required.



To ensure that continued professional development in social work is maintained updating professional practice to maintain social work registration.

To undertake the practice teacher role to support student placements. Contribute to the supervision of newly qualified social workers as part of their Assessed and Supported Year in Employment (ASYE).

Promote models of good practice and represent the social work profession as required.

Keep up to date with new legislation and new developments in social work practice.

Participate in regular formal supervision and shared appraisal of work performance with the line manager / Advanced Practitioner in Social Work.

Information Governance and Confidentiality

All staff have a responsibility to ensure they understand their contribution to service and clinical governance and participate in governance processes in terms of providing, safe effective and quality services.

All staff, as a requirement of the Children Act 2004, have a duty to safeguard and promote the welfare of children and a further duty to co-operate with external agencies to safeguard and promote the welfare of children. Concerns about the welfare of a child must be reported to the line manager.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the grounds of Trust sites or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

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

GMMH uses an Electronic Patient Record system PARIS. All staff must use Paris 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 Paris including health issues, case histories and continuation notes, condition specific structured records and risk assessments

Access to this comprehensive Paris is via a unique login and password. All GMMH Staff working in Salford must receive Paris 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 times.

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 | E | AP Original Qualification |

| | | | |
|---------------------------------|--|---|--|
| | <p>in Social Work, CQSW</p> <p>Best Interest Assessor or willingness to undertake the training</p> <p>Approved Mental Health Professional (AMHP) status or willingness to undertake the training</p> | <p>E</p> <p>E</p> | Certificates |
| Desirable Qualifications | <p>Recognised practice teacher qualification</p> <p>You have additional qualifications e.g. qualified AMHP or Best Interest Assessor, or other relevant continued professional development.</p> | <p>D</p> <p>D</p> | AP Original Qualification Certificates |
| Experience | <p>Substantial prior experience working with individuals presenting with mental health issues.</p> <p>An understanding of the principles and values underlying the Care Act 2014; Health and Social Care Act 2012; Mental Health Act (1983, as amended) and Mental Capacity Act (2005) and other legislation as they relate to this client group.</p> <p>Evidence your ability to develop effective working relationships with service users and their carer's and show evidence of good assessment practice.</p> <p>Prior experience working as a care coordinator in community mental health services.</p> <p>Experience of acting as Enquiry Lead and undertaking adult</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> | AP IN (all) |

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|-----------------------------|---|---|-------------|
| | <p>safeguarding enquiries in line with s.42 Care Act.</p> <p>Previous experience commissioning packages of care in line with the Care Act 2014.</p> | <p>D</p> <p>D</p> | |
| Knowledge and Skills | <p>Up to date knowledge of mental health, mental capacity and human rights legislation including current case law.</p> <p>You must clearly evidence an understanding of the integration agenda; the enablement model of health and social care; what is personalisation and how do you ensure your work is person centred including knowledge of Making Safeguarding Personal.</p> <p>You must clearly evidence that you have a clear understanding of the Social Worker role in a Community Mental Health Team.</p> <p>Knowledge of relevant welfare rights legislation.</p> <p>Ability to work as a team member.</p> <p>Understanding and ability to interpret relevant legislation.</p> <p>Sensitivity and perception in the assessment of vulnerable service users and their families with complex needs, using the assessment and safeguarding frameworks.</p> <p>Competent communication and arbitration skills to deal with conflict / within sensitive or</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | AP IN (all) |

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|--|---|---|--|
| | highly emotive situations. | | |
| | Ability to develop written reports, including those needed under legal requirements. | E | |
| | Skilled in organisation and prioritisation of workloads, making informed decisions and evaluating outcomes. | E | |
| | Ability to use computerised information technology. | E | |
| | Able to work to targets and timescales in relation to both short term assessment and long term intervention work. | E | |
| | Skills in social work interventions and risk assessment. | E | |
| | Ability to work with adults to promote their independence and well-being. | E | |
| | Willing, and able to support, supervise and motivate others as appropriate. | E | |
| | Ability to demonstrate anti-discriminatory practice in a social care setting. | E | |
| | A commitment to social inclusion and the provision of appropriate and accessible services. | E | |
| | Good interpersonal skills with all contacts. | E | |
| | Ability to positively represent social work and the department to other mental health | E | |

| | | | |
|--------------------------|--|----------------------------|-------|
| | professionals. | | |
| Additional Skills | <p>Ability to work and co-operate as part of a team.</p> <p>Able to work in a flexible manner whilst managing own time and work load.</p> <p>Commitment to training, service, and continuous professional development.</p> | <p>E</p> <p>E</p> <p>E</p> | AP IN |

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