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| **Department** | **DEPARTMENT OF PEOPLE** |
| **Job Title** | **SOCIAL WORKER**  **Mental Health: Fieldwork** |
| **Grade** | **Grade 8**  **Grade 9 if Approved Mental Health Professional** |
| **Primary Purpose of Job** | **To do everything possible to ensure that the Department fulfils its primary purpose; both effectively and efficiently. In so doing, the main purpose of the job is to enable the Department to provide an efficient and effective social work service to people with mental health problems**. |
| **Reporting To** | **The Team Leader – Mental Health** |
| **Staffing**  **Responsibilities** | N/A |

**Main Duties**

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| **1** | The provision of a purposeful, professional social work service to appropriate clients, including a comprehensive assessment of complex health and social care needs, risk assessment and management, care and interventions in accordance with statutory requirements and Departmental policies. |
| **2** | To undertake the role of Care Coordinator in accordance with the Care Programme Approach (CPA). |
| **3** | To work collaboratively and communicate effectively with other professionals, agencies, organisations and volunteers to ensure that community resources and support are available to service users and their carers to assist them to maintain or improve their quality of life. |
| **4** | To ensure that all carers are offered a full carers assessment and where appropriate a care plan, identifying their needs and how they may be met. |
| **5** | To participate in the organisation and administration of the work of the post to ensure service delivery. |
| **6** | To contribute to the planning and development of the Community Mental Health Team as required. |
| **7** | To provide management information to assist in the setting, implementing and monitoring of the service and its strategy. |
|  | **SPECIFIC ACTIVITIES** |
| **1** | To work directly with service users and their carers using a range of knowledge, skills and interventions as required, developing an individualised approach to the practical and functional needs of the service user. |
| **2** | To recognise various mental health problems and undertake or participate in holistic needs based assessments, produce a care plan, implement and review the plan, including the management of risk. |
| **3** | Act as an Approved Mental Health Professional (AMHP) or be willing to undertake training to achieve AMHP status (not essential). |
| **4** | To work collaboratively with all disciplines, agencies, users and carers to provide the best possible care. |
| **5** | To maintain appropriate records of the service offered to service users and their carers in accordance with the administration system and information technology system of the Community Mental Health Team |
| **6** | To provide professional knowledge, consultation, advice, monitoring information and evaluation to assist the Mental Health Service in planning and development of activities and to contribute to policies standards. |
| **7** | To attend reviews, case conferences and relevant meetings to provide appropriate advice, information and support to such forums. |

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| **Date Job Description prepared/updated:** | **June 2017** |
| **Job Description prepared by:** | **Chris Parker** |



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| **Department** | | | | **Department of people** | | |
| **Job Title** | | | | **social worker**  **mental health: fieldwork** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Knowledge of signs and symptoms of mental illness. | | | | | Application Form/Interview |
| 2. | Understanding of ethical issues in relation to work with individuals suffering mental illness and issues inherent in working with the mentally ill living in the community. | | | | | Application Form/Interview |
| 3. | Ability to communicate both verbally and in writing with service users, carers other professionals and agencies. | | | | | Application Form/Interview |
| 4. | Ability to work effectively within a team environment understanding own role and responsibility to deliver team objectives | | | | | Application Form/Interview |
| 5. | Ability to show initiative and work without supervision in order to identify and meet individual needs in a community setting. | | | | | Interview |
| 6. | Demonstrate commitment to involving service users in their care and developing service excellence | | | | | Application Form/Interview |
| 7. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | DipSW/CQSW/CSS or equivalent | | | Application Form/Certificate | |
| 2. | | Experience of assessment, planning and intervention with individuals suffering mental disorder | | | Application Form/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | A policy of no smoking will apply | | | Interview | |
| 2. | | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside of normal hours on a regular basis; un-social hours, nights and weekends and Bank Holidays. | | | Interview | |
| 3. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form  Interview | |
| 4. | | This post is subject to enhanced disclosure from the Disclosure & Barring Service | | | Application Form  Interview | |
| 5. | | **General Social Care Council**  Must be registered or applied for registration with the General Social Care Council | | | Certificate/Application | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Direct work with service users with severe and enduring mental illness in a community setting | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | June 2017 |
| **Person Specification prepared by:** | Stuart Edmondson |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council 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. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.