

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

Service:	Adult Care
Section:	Mental Health Team
Location:	Community Mental Health Team, Rochdale
Job Title:	Social Worker (Mental Health)
Grade:	Grade 7/8
Accountable to:	Community Mental Health Service Manager.
Accountable for:	none
Hours of Duty:	37 hours per week in accordance with the Service's Work Life Balance Scheme.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.</p> <p>Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the adult workforce.</p> <p>The post holder must be willing to undertake AMHP training and to then participate in the AMHP rota</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To ensure that adults with mental health problems and people with mental health problems and substance misuse in need of social care services and their carers receive services which meet their eligible needs by:

- Assessing the needs of individual service users and carers for social care services
- undertaking crisis and risk assessments
- Designing a support plan based on an individual assessed eligible needs and indicative budget
- Encouraging the use of direct payments for individuals to purchase their own care and provide or signpost the relevant support necessary
- Identifying and ensuring the appropriate response to individuals who are vulnerable and appear to be at risk of significant harm-keeping people safe (bearing in mind the right to self-determination for those with capacity)
- Establishing and developing effective collaborative working relationships with other agencies, both public and independent, and ensuring that the principles of Working Together are enacted.

Control of Resources

Personnel

None.

Financial

Social Work staff as micro commissioners of services on behalf of individuals must be mindful of the responsibility to minimise the use of resources consistent with meeting identified needs. They must seek appropriate authorisation to commit resources in accordance with local protocol and management direction.

Equipment/Materials

All equipment and materials used by the post holder.

Health/Safety/Welfare

Responsibility for complying with the health and safety policies and procedures of the Council, Adult Care Service and Pennine Care NHS Trust.

Relationships (Internal and External)

Internal:

Staff of Adult Care Service; Pennine Care NHS Trust; staff of other Council Services; Members of Council.

External:

Staff of local Health Trusts; staff of other relevant Statutory Organisations; staff of Independent Sector Organisations; Service Users; Carers; Local Community Groups

Responsibilities

The post holder must -

- (i) Ensure that the Council and Pennine Care NHS Trust's Statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Council and Pennine Care NHS Trust's Equal Opportunities Policy.
- (iii) Ensure that Rochdale Council and Pennine Care NHS Trust's commitment to public service orientation and care of our customers is provided.
- (iv) Work in accordance with the HCPC Code of Practice

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and open

Be aware of and apply the these behaviours at all times.

Principal Duties

- 1 To ensure that the Council and Pennine Care NHS Trust's duties under the relevant legislation are discharged in accordance with Council and Trust policy in relation to individual service users and carers;
- 2 To carry and manage a caseload as directed;
- 3 To ensure that case records are maintained, and reports produced, in accordance with statutory requirements and departmental and inter-agency policies and procedures.

- 4 When information systems and training are completed, to manage a delegated proportion of the Adult Care/Mental Health Budget.
- 5 To assess the social care needs of individuals and their carers in accordance with the Care Act (2015) using the national eligibility criteria threshold for adults.
- 6 In conjunction with service users and carers, to design support plans based on an individuals assessed eligible needs and indicative budget.
- 7 Arranging and/or purchasing services (for those on a managed budget) to meet the outcomes identified in the support plan in a cost effective manner utilising community, family, third party and technological resources where possible
- 8 Utilising the support planning process to negotiate, problem solve and promote input from informal and formal community networks to ensure personal budgets achieve service user outcomes and maximise independent living
- 9 Undertake the review/re-assessment of packages of care as required, instigating the calculation of a revised indicative budget if needs have changed.
- 10 Ensuring the principles of Putting people first, the Adult Social Care Blueprint and the person centred, personalised services are enacted.
- 11 To provide a direct counselling, advice and support service to enable people to lead ordinary lives, and to provide appropriate support to carers.
- 12 To participate in training and other opportunities for the professional development of self and others, including the supervision of students.
- 13 If qualified as an AMHP to carry out the following responsibilities under the Mental Health Act 1983:
 - (i) Approved Mental Health Professional duties as defined by Legislation and Guidance.
 - (ii) To ensure the availability of AMHP cover as directed, or in co-operation with other AMHP's.
- 14 To establish and develop effective working relationships with the staff of other organisations, statutory and independent.
- 15 As a team member, to assist the Mental Health Team Pathways Manager in:
 - (i) Establishing and developing collaborative working relationships with the Council, other statutory agencies and independent and third sector providers
 - (ii) Contributing to the development of social care services for all adults and to ensure their effective integration with other services provided by the Service , the Council, Pennine Care NHS Trust and other agencies.

Secondary Duties

- 1 To co-operate with the Council and Pennine Care NHS Trust policy on equal opportunities in employment and delivery of services to the people of Rochdale;
- 2 To co-operate in the effective implementation of Service, Council and Pennine Care NHS Trust policies for staff care, in particular:
 - Regular, structured formal supervision of all employees (incorporating practice teaching);
 - The identification of team issues and the development of teams of supportive working groups;
- 3 To ensure that the Council and Pennine Care NHS Trust commitment to public service orientation and customer care is addressed in all dealings with the public and service users and their representatives, including responses to representations and complaints;
- 4 To fully understand, actively promote and implement Council, and Pennine Care NHS Trust's Health and Safety policy;
- 5 To operate within the Council and Pennine Care NHS Trust's Disciplinary and Grievance Procedure at the appropriate level;
- 6 To maintain and actively promote good industrial relations;
- 7 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or nominated representative) from time to time in consultation with the postholder and (if he/she so wishes, with his/her trade union representative).

Job Description prepared by	Reviewed by Kate Melbourne-Hilt	Date	November 2021
Agreed by Post holder		Date	
Supervisor		Date	
Head of Service		Date	

**Rochdale Borough Council
Person Specification**

Service :	Adult Care	Post:	Social Worker (Mental Health)
Section :	Mental Health Team	Post Number :	
Job Ref:		Grade:	7/8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualification and Experience		
1 Do you have relevant qualification in social care practice (CQSW, CSS, Dip SW).	E	AF/I
2 Do you have and maintain registration with Social Work England.	E	AF/I
3 Please provide details on your social work experience in a community, day care or residential setting	E	AF/I
4 Please provide details on your experience of crisis assessments and assessment of risk	E	AF//A
5 Please provide details on your proven experience and skills in setting and monitoring service standards for social care services	E	AF/I
(b) Skills and Knowledge		
6 Please provide details on your knowledge and skills in safeguarding work with Vulnerable adults/children	E	AF/I
7 Please provide details on your ability to understand and assess needs of service users and carers and in identifying social care priorities	E	AF/I
8 Please provide details on your ability to arrange appropriate services within financial limits and to use resources creatively	E	AF/I
9 Are you willing to train as an Approved Mental Health Professional and once trained to practice as an AMHP in accordance with Agency requirements	E	AF/I
10 Please provide details on you ability to operate effectively with inter-agency teams and to a wide range of people in the public, private and voluntary sectors, including service users, carers and community groups	E	AF//
11 Please provide details on your capacity and willingness to solve problems	E	AF/I
12 Please provide details on your knowledge of relevant social care legislation including Personalisation Agenda and putting people	E	AF/I

	first DoH 2007.		
13	Please provide details on your knowledge of the Mental Health Act 1983, amended 2007 and Mental Capacity Act 2005 including DOLS guidance.	E	AF/I
14	Please provide details on your capacity to work creatively and to encourage creativity in others	E	AF/I
15	Please provide details on your ability to communicate and negotiation skills.	E	AF/I
16	Please provide details on your time management skills and ability to achieve clear objectives.	E	AF/I
17	Please provide details on your knowledge and/or use of computerised management information systems	E	AF/I
(c) Special Working Conditions			
18	Willingness to work occasional evenings in line with service requirements	E	AF/I
19	Attendance at meetings and other forums during evenings	E	AF/I
20	Are you prepared to undertake a certain amount of travelling around the borough in the execution of your duties?	E	AF/I
(d) Behaviours and Values			
21	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I