

## **ROCHDALE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>SERVICE:</b>	Mental Health Service
<b>SECTION:</b>	Dedicated AMHP
<b>LOCATION:</b>	Sudden resource centre, Silk Street, Rochdale OL11 3EU
<b>JOB TITLE:</b>	Advanced Practitioner/AMHP
<b>POST NUMBER:</b>	
<b>Grade:</b>	9
<b>Accountable to:</b>	Head of Service & Social Care & AMHP Manager
<b>Accountable for:</b>	AMHP Service within the Service footprint
<b>Hours of Duty:</b>	37 hrs in accordance with service requirements (on a rota basis covering 5 days per week) The post holder will undertake an even balance of shifts, including working days, up to 7pm.
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>An enhanced DBS check is necessary for this position</p> <p>The post holder 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>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.</p> <p>This post is not Politically Restricted in accordance with the current regulations</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 work within the framework of legislation and approved authority policies and procedures in providing AMHP service, on behalf of Rochdale Borough Council undertaking Mental Health Act Assessments under its statutory function and obligation. The work is organised on a shift pattern basis covering week days, up to 7pm.

## **CONTROL OF RESOURCES**

### **Personnel**

None

### **Financial**

To be responsible for any appropriate budgets in accordance with delegated authority.

### **Equipment/Materials**

To be responsible for all the equipment and materials used in relation to the work carried out.

### **Health/Safety/Welfare**

To be responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own learning and development requirements in accordance with the Council's Performance Management Framework and maintaining competence.

## **RELATIONSHIPS (INTERNAL AND EXTERNAL)**

### **Internal**

- Staff of Rochdale Children, Schools and Families Services, and Adult Services Pennine Care Foundation Trust
- Staff of other Council Services
- Elected Members
- Members of the Council

### **External**

- Staff of the Local Health Authority
- Greater Manchester Police
- Homeless Service
- Staff of other relevant statutory organisations

- Staff of voluntary organisations
- Service users, parents, guardians, foster carers, adult carers and local community groups.
- Local Safeguarding Board

### **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is upheld.
- (iii) As a registered Social Worker, be responsible for upholding and promoting the high standards of the social work/social care profession outlined in the Social Work England Codes of Practice and Rochdale Borough Council, including your own.
- (iv) Ensure that the Council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.

### **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 these behaviours at all times.

### **Principal Duties**

1. To undertake duties in the role of Approved Mental Health professional in accordance with the Mental Health Act 1983 as revised in 2007. The post holder will mainly focus during working hours on the Mental Act responsibilities; other responsible duties could include other duties as negotiated between line managers in consultation with the post holder.
2. To participate in undertaking all duties associated with the role of an AMHP. To receive referrals from Local Authority colleagues, Health, other agencies and members of the public and to assess and prioritise these appropriately according to risk, and to decide on the level of response required having due regard to staff health and safety. To maintain links and joint working opportunities with other partners, including Health, Police, and Housing.
3. To ensure that the Council's statutory responsibilities in respect of the care and protection of adults with mental health issues and other vulnerabilities are discharged and delivered to the agreed standards, eligibility criteria and procedures/guidance.
4. To support the provision and operation of the Local Authority's Mental Health Act statutory responsibilities. The post holder will work closely with the Mental Health and Adult Care pathway including acute services to prevent admissions to hospital.

5. To maintain and improve professional standards of practice through specialist knowledge and supervision. To promote and incorporate principles and values of recovery and social inclusion in all aspects of the role.
6. To identify and assess the level of risk involved in referrals, assess the need for protection and decide the best practice method and level of intervention required. To take action appropriate to the significance of risk, consistent with protection procedures under legal statute, for example, adult safeguarding procedures under the Care Act 2014.
7. To support the provision and operation of the supervisory authorities responsibilities in relation to deprivation of liberty safeguards in order effectively to protect the human rights of service users who may be subject to the safeguards.
8. To be aware of any involvement of other statutory and voluntary agencies and to liaise and negotiate with these agencies where necessary in order to ensure the best possible outcome for the service users.
9. To maintain clear, concise written records of work undertaken using the appropriate systems such as ALLIS, Paris and any other computer systems where necessary. To carry out required administrative and monitoring procedures.
10. To liaise effectively with colleagues in the Council's housing services in order to ensure that the Council's statutory responsibilities in respect of homelessness are appropriately discharged out of hours.
11. To ensure that the legal/policy/practice requirements particular to the specialist area in which the post holder operates are fully complied with.
12. To ensure that high standards of customer care are consistently applied across all aspects of service provision.
13. To establish effective working relationships with other Rochdale Borough colleagues, other Local Authority departments, other agencies, the voluntary sector and other groups as required.
14. To manage and promote your own health, safety wellbeing and emotional resilience.
15. To ensure a strength-based approach is promoted for a person's promote to health and wellbeing.
16. To participate in staff/team meetings, AMHP forum and AMHP peer group supervision as and when required.
17. To support the Head of Service and Social Care manager/AMHP Professional Lead in developing policies and procedures relevant to the service.
18. To participate in the role of shift co-ordinator.
19. As a registered social worker, to be responsible for upholding and promoting the high standards of the social work/social care profession outlined in the Social Work England Code of Practice and Rochdale Council, including your own. To be supervised for professional purposes by the Social Care Manager/AMHP Professional Lead Head of Service. To participate in the staff review and development (appraisal) PDR process.

20. To ensure that all staff are aware of their role with regard to safeguarding of children and adults are signposted appropriately
21. To maintain a high standard of customer service, and support the team manager to drive forward quality standards and ensure these are embedded in practice.

### **Secondary Duties**

1. To participate in Council programmes of in service training as a trainee and when required as a trainer facilitator.
2. To undertake other such duties and responsibilities of an equivalent nature i.e.: Best Interest Assessments, in connection with the service as may be determined from time to time by the Manager, Social Care and AMHP Professional Lead/Head of Service in consultation with the post holder.
3. To contribute to the evaluation and development of the team by sharing knowledge and ideas of relevant experiences with other Adult Care/Mental Health staff, other professionals and interested parties.

Job Description prepared by	Rebecca Moss	Date	March 2024
	_____		_____
Agreed by Post holder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Adult Care</b>	<b>Post:</b>	<b>Advanced Practitioner/AMHP</b>
<b>Section :</b>	<b>Mental Health</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>9</b>

**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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	<b>Criteria</b>	<b>Essential (E) Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a)</b>	<b>Special Working Conditions</b>		
1	Please confirm that you are willing to travel in the course of your work.	E	AF/I
2	Please confirm that you are willing and able to work on a rotating basis including working during the day, extended to 7pm attend for supervision when required and attend meetings, training and other events during the day extended until 7pm.	E	AF/I
<b>(b)</b>	<b>Qualification and Experience</b>		
3	Please provide details of your recognised professional social work qualification(s) (Dip SW, CQSW, CSS) and also (AMHP approval status) (including evidence of CPD) and Social Work England registration.	E	AF/check registration and qualifications
4	Please give details of your experience of working with and delivering social care services to vulnerable adults/adults with mental illness (provide a case example)	E	AF/I
5	Please provide details of your experience of working in crisis situations and examples of your decision making under pressure.	E	AF/I
6	Please tell us about your experience of using a strength based approach and positive risk taking.	E	AF/I
7	Please tell us about experience of carrying out Care Act assessments and provision of adult care services.	E	AF/I
8	Please give details of your experience of working within a multi-disciplinary team across various disciplines i.e. Consultants/hospital/ward/police/mental health setting.	E	AF/I
9	Please give details of your experience of team working with colleagues.	E	AF/I
10	Please give details of your experience in Adult and Child safeguarding enquiries, including a case example.	E	AF/I
<b>(c)</b>	<b>Skills and Knowledge</b>		

11	Please evidence your understanding and knowledge of current legislation relating to adults	E	AF/I
12	Please provide evidence of your level of knowledge regarding social care practice with Vulnerable Adults with mental illness.	E	AF/I
13	Please provide evidence of your in-depth knowledge of BIA/DOLS assessments, including your experience of completing Mental Health Assessments and Risk Assessments – including assessments under the Mental Health Act AMHPs.	E	AF/I
14	Please provide details of your ability to time manage, manage a demanding workload, and to prioritise and work to deadlines.	E	AF/I
15	Please provide details of your interpersonal/working with people skills.	E	I
16	Please provide details of your ability to work effectively with other social workers and colleagues from other agencies.	E	I
17	Please provide details of your capacity and willingness to problem solve within available and limited resources (including a relevant example).	E	AF/I
18	Please provide details/examples of your negotiation skills	E	AF/I
19	Please provide examples of your ability to use IT software packages and systems effectively, including use of Microsoft Office, Windows, the Internet and Email. Please also provide evidence of your competence in using mobile working devices.	E	AF/I
<b>(d) Behaviours and Values</b>			
20	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
<b>Armed Forces</b>			
21	As part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
22	As part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I