

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE	:	Adult Care and Support Services
SECTION	:	Mental Health, Operational
LOCATION	:	Various across the Borough to meet the needs of the Service
JOB TITLE	:	Team Manager, Social Care, and AMHP Professional Lead
POST NUMBER	:	
Grade	:	10
Responsible to	:	Head of Service, Mental Health
Responsible for	:	TBC
Hours of Duty	:	37 hours per week in accordance with service requirements
Any Special Conditions of Service	:	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 RBC.

Attendance at meetings, conferences or other events out of hours which will be compensated in accordance with local conditions of service.

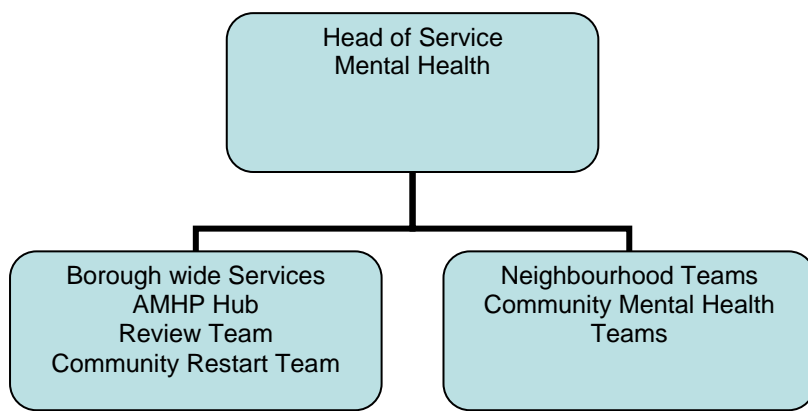
An enhanced DBS check is necessary for this position

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

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.

This post is not Politically Restricted in accordance with the current regulations

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To act as the link between Adult Social Care and Pennine Care Foundation Trust to ensure the social care agenda is fully integrated into the delivery of the Secondary Mental Health services.

To ensure that the Council's statutory duty with respect to assessing the social care needs of people with mental health issues in secondary mental health services is met.

To provide the professional lead to all social work related issues within the integrated Mental Health Service providing operational and managerial expertise, professional supervision and advice and support as required.

To support the ongoing implementation of the Memorandum of Understanding and Performance Framework in order to deliver the agreed social care outcomes for the Integrated Mental Health Service.

To ensure that all RBC policies and procedures are adhered to as required in the Integrated Mental Health Service, specifically ensuring that safeguarding practice is in line with policies and procedures and that social workers in the Integrated Mental Health Service receive appropriate training and development.

To lead on the development and implementation of cash budgets in secondary mental health services including the promotion of cash budgets and the use of the resource allocation system.

To ensure social workers in the integrated mental health service operate in accordance with the adult social care Business Plan and understand and comply with relevant HCPC codes of conduct and quality standards

To support the Head of Service in relation to Approved Mental Health Professional (AMHP) provision in managing and maintenance of sufficient, appropriately trained and competent AMHPs to ensure statutory duties are appropriately discharged.

To act as the operational lead for the Council's Mental Health enablement provider services, developing the services in line with social care outcomes.

Control of Resources

Personnel

All operational staff managed by a team manager for whom the post holder might be required to cover on an interim basis

Financial

Delegated budget responsibility for specific areas of service as required

Equipment/Materials

All the equipment and materials used by the Team for which the Manager is responsible.

Health/Safety/Welfare

Responsibility 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 training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

Staff of the Adult Care Service, staff of other Council Services. Elected Members.

External:

Staff of other relevant statutory organisations, e.g. health, third sector organisations, Rochdale Boroughwide Housing. Staff of voluntary organisations, service users, parents, carers and local community groups, Local Safeguarding Adults Board.

Responsibilities

The postholder must –

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Work in accordance with the Health and Care Professions Council standards of proficiency

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To support the Head of Service by managing the delivery of the Council's statutory responsibility for Approved Mental Health Professional (AMHP), ensuring the provision and maintenance of sufficient, appropriately trained and competent AMHPs to ensure that statutory duties are appropriately discharged.
2. To support the Head of Service to act as the link between Adult Social Care and Pennine Care Foundation Trust in order to ensure the social care agenda is integrated fully into the delivery of the Mental Health services
3. To raise the profile of, and take the lead role in promoting, the social care agenda amongst health and social care employees within the integrated mental health service, ensuring adherence to wellbeing outcomes and practice requirements.
4. To ensure that the Council's statutory responsibilities in respect of the care and support of adults with mental health issues in secondary mental health services are discharged and delivered to the agreed standards, eligibility criteria and procedures/guidance.
5. To support the Head of Service to continue implementation of the Memorandum of Understanding and Performance Framework in order, with Pennine Care Foundation Trust Senior Managers, to deliver the agreed social care outcomes for the Integrated Mental Health Service.
6. To ensure that all RBC policies and procedures are adhered to as required in the Integrated Mental Health Service, specifically ensuring that safeguarding practice is in line with policies and procedures and that social workers in the Integrated Mental Health Service receive appropriate training and development.
7. To lead on the development and implementation of cash budgets in secondary mental health services, including the promotion of cash budgets and the use of the resource allocation system.
8. To support and encourage health and social work staff in mental health services to take up Best Interest Assessor and Approved Mental Health Professional training to ensure operational numbers are sufficient to efficiently fulfil the Council's statutory responsibilities in these areas.
9. To update and maintain procedural guidance and documentation for the Adult Social Care Service – devising new policy in response to instigated national or local policy change
10. In conjunction with the Council's Training and Development Team, encourage and support Mental Health social work staff with post qualification training and continued professional development.
11. To provide effective leadership, management and support to the social work staff group and relevant social work expertise and advice to the management team in relation to mental health issues.
12. To ensure that the legal/policy/practice requirements in relation to mental health services are fully complied with.
13. To manage effectively any budgets delegated to the postholder ensuring resources including staff are appropriately deployed to achieve social care outcomes.
14. To contribute to the development of the recovery and enablement approach in Mental Health, developing services that maximise the independence of people accessing them..
15. To contribute to the ongoing review and improvement of mental health services and practice. This will include leading on the review and development of policies and procedures.
16. To ensure that high standards of customer care are consistently applied across all aspects of service provision.

17. To act as the operational lead for the Council's Mental Health enablement provider services, developing the services in line with social care outcomes and supporting the staff within these services in day to day management as required.
18. To have oversight of the AMHP/Adult Care operations with the Emergency Duty Team and ensure professional standards for AMHPs are maintained, including professional supervision.

Secondary Duties

- 1 To represent the Service/Council at meetings and conferences as appropriate
- 2 To investigate complaints as required.
- 3 To assist the Head of Service in writing reports for, and attending, Council Committees and Sub-Committees dealing with the Townships, and/or any specific areas of services for which the postholder has responsibility.
- 4 To maintain and actively promote good industrial relations
- 5 To participate in the Council's programmes of in-service training and development as required.
- 6 To undertake such other duties and responsibilities as may be determined by the Head of Service (or nominated representative).

Job Description prepared by	Rebecca Moss	Date	April 2017
		Updated	
			<u>September 2018</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION

SERVICE :	Adult Care & Support Service	POST :	Team Manager, Social Care and AMHP Professional Lead
SECTION :	Mental Health	GRADE:	Grade 10

ESSENTIAL CRITERIA		HOW IDENTIFIED
(a) Qualification and Experience		
1	Please provide evidence of professional qualifications - CQSW, DIPSW, and HCPC registration. Please also provide evidence of AMHP/BIA qualifications where appropriate.	Application Form and Check Certificates at Interview
2	Please provide details of your substantial experience of working with adults in a mental health social care or related settings.	Application Form and Interview
3	Please provide details of your experience of developing and/or managing mental health services.	Application Form and Interview
4	Please provide details of your experience of the application of Care Act 2014 eligibility criteria, assessment and support planning within an agreed budget, and reviewing of outcomes.	Application Form and Interview
5	Please provide details of your experience of leading and managing staff in a mental health social care or related setting.	Application Form and Interview
6	Please provide details of your experience of adult safeguarding work.	Application Form and Interview
7	Please provide details of your experience of performance management, both of individuals and from a service perspective.	Application Form and Interview
8	Please provide details of your experience of partnership working with other agencies at a senior level.	Application Form and Interview
9	Please provide details of your experience of dealing with financial matters in relation to budget management and effectively reviewing service provision.	Application Form and Interview
(b) Skills and Knowledge		
1	Please provide details of your ability to challenge existing cultures and ways of working to support adult social care to develop new ways of working in mental health services in line with the resources available.	Application Form and Interview
2	Please provide details of your knowledge and understanding of strength based approaches to service provision.	Application Form and Interview
3	Please provide details of your knowledge of Care Act 2014 eligibility criteria, assessment and support planning, including the application of continuing health care criteria.	Application Form and Interview
4	Please provide details of your knowledge of the Care Programme Approach in mental health services and the links between this approach and adult social care assessment.	Application Form and Interview
5	Please provide details of your knowledge and understanding of mental health legislation in relation to Mental Health Assessments and the Council's statutory responsibility in relation to Mental Health Assessments and the provision of Approved Mental Health Professionals.	Application Form and Interview
6	Please provide details of your knowledge of safeguarding adults, and of best practice in this field.	Application Form and Interview

7	Please provide details of your ability to deal with and analyse complex information.	Application Form and Interview
8	Please provide details of your well-developed interpersonal skills and your ability to work with people.	Interview
9	Please provide details of your well-developed negotiation skills.	Interview
10	Please provide details of your adaptable, flexible problem solving approach to work.	Interview
11	Please provide details of how you organise your work and able to prioritise effectively.	Application Form and Interview
12	Please provide details of your excellent communication skills, both verbal and written.	Application Form and Interview
(c) Special Working Conditions		
1	Please demonstrate that you are able to work flexibly, including attendance at meetings and other events during evenings and occasionally at weekends.	Application Form and Interview
(d) Values and Behaviours		
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <p>Valuing our people</p> <p>Focusing on customers</p> <p>Acting with integrity</p> <p>Using time and money wisely</p> <p>Working together</p> <p>Always learning and improving</p> <p>Please confirm that you are aware of, and willing to adhere to, the Rochdale Way behaviours at all times.</p>	Application Form and Interview
2	If applicable as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	Application Form and Interview
3	If applicable 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.	Application Form and Interview