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| **Department** | **DEPARTMENT OF PEOPLE** |
| **Job Title** | **Review Officer: Community Mental Health Team** |
| **Grade** | **Grade I** |
| **Primary Purpose of Job** | To support the commissioning and review of care packages to ensure effective and efficient use of financial resources; and to consider and encourage the use of community-based resource, to meet meets of individuals where clinically appropriate. |
| **Reporting To** | **The Team Leader – Community Mental Health Team** |
| **Staffing**  **Responsibilities** | To offer mentor role/clinical supervision to staff undertaking reviews as part of their role in other mental health teams. |

**Main Duties**

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| **1** | The provision of purposeful, professional reviews of commissioned packages of care and other services, 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** | As required to undertake the role of case manager for those cases discharged from Care Programme Approach but where commissioned services continue to meet assessed eligible Mental Health needs. | |
| **3** | To work collaboratively and communicate effectively with other professionals, agencies, organisations and volunteers to ensure that resources commissioned for service users and their carers is appropriate and meets their assessed, eligible needs compliant with the Care Act 2014. That all services are contributing, maintaining or improving the individual’s quality of life. | |
| **4** | To ensure that all carers are included and consulted in reviews and where appropriate referred to services suitable to identify their needs and how they may be met with due regard to the financial responsibilities of commissioners. | |
| **5** | To participate and complete the organisational and administrative work required of the post to a high standard, ensuring optimal service delivery and to contribute to the development and review of departmental policies, guidance and standards. | |
| **6** | To liaise with commissioning colleagues to contribute to the mapping of resources, the identification of gaps in provision and the planning and development of the resources required by Community Mental Health Services. | |
| **7** | To attend supervision sessions with line manager, in connection with workload management and personal development and provide management information to assist in the performance and monitoring of the service and its strategy. To offer mentor role/clinical supervision to staff undertaking reviews as part of their role in other mental health teams. | |
| **8** | To identify abuse and take timely, appropriate action where necessary with regard to the safeguarding and protection of adults at risk, children and young people. | |
| **9** | To develop links with community and voluntary sector organisations that can support the needs of individuals, where appropriate, in place of formal commissioned packages of care. | |
| **10** | To work directly with commissioned services, service users and their carers using a range of knowledge, skills and interventions as required, developing an individualised approach to review and assessment of the practical and functional needs of the service user. | |
| **11** | To undertake holistic, strengths-based reviews revisiting needs assessments, producing support and crisis plans which include advice and support to commissioned providers on the management of risk. | |
| **12** | To review and assess packages of care are provided at an appropriate level to meet assessed, eligible need while recognising their responsibilities to ensure resources are deployed equitably as a representative of the Council. | |
| **13** | To work collaboratively with all disciplines, agencies, users and carers to promote recovery and ensure provision of optimal care. | |
| **14** | To maintain appropriate records of the service offered to service users and their carer’s in accordance with the Mental Health Trust and Bolton Council administration systems and information technology system of the Community Mental Health Team. | |
| **15** | To undertake and complete formal reports, including Social Circumstances reports, social histories and S.37/41 MHA social supervisor reports for Ministry of Justice and any other facilitates reports necessary. To undertake statutory duties under the Mental Health Act 1983 (as amended 2007) including contribute to the AMHP service if appropriately qualified and undertake S.117 reviews. | |
| **16** | To attend multi-disciplinary reviews, case conferences and relevant meetings to provide appropriate advice, information and to contribute specialist opinion to multi-disciplinary assessments. To appropriately record all decisions and interventions. | |
| **Date Job Description updated:** | | **February 2020** |
| **Job Description prepared by:** | | **Rick Wright** |



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| **Department** | | **Department of people** | |
| **Job Title** | | **Review Officer: Community Mental Health Team** | |
| **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 all settings. | | Application Form / Interview |
| 3. | Ability to communicate both verbally and in writing with service users, carers other professionals and agencies. | | Application Form |
| 4. | Ability to work effectively within a team environment understanding own role and responsibility to deliver team objectives. | | Application Form |
| 5. | Ability to show initiative and work without supervision in order to identify and meet individual needs in a community setting. | | Application Form / Interview |
| 6. | Demonstrate commitment to involving service users and carers in reviews and commissioned care and developing service excellence. | | Application Form |
| 7. | Ability to communicate effectively with a variety of agencies and providers to achieve positive outcomes for commissioners and service users as a representative of Bolton Mental Health Services. | | Application Form / Interview |
| 8. | **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 |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | DipSW/CQSW/CSS/AMHP/RMN qualification or equivalent | Application Form / Certificate |
| 2. | Experience of comprehensive review, assessment, planning and intervention with individuals suffering mental disorder in a variety of settings. | Application Form |
| **3. Work Related Circumstances** | | |
| 1. | A policy of no smoking will apply | Interview |
| 2. | The post holder will be based with the community mental health team and will be working Monday to Friday 9am-5pm normal office hours but with an understanding that there will need to be flexibility due to the demands and nature of the role. | Application Form |
| 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 |
| 4. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form |
| 5. | **Social Work England**  Must be registered or applied for registration with Social Work England | Application Form |

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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 providers, agencies, carers, service users with severe and enduring mental illness in a variety of settings | | Application Form / Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | 2 years post qualification experience | | Application Form |
| 2. | Knowledge and track record of operating within relevant legislation e.g. Mental Health Act, Mental Care Act, Human Rights Act, Care Act etc. | | Application Form / Interview |

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**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.