

Job Description and Person Specification

Role: Team Leader – Mental Health



Job Description

| | |
|----------------------------|-------------------|
| Job Title | Team Leader |
| Grade | 8 |
| Service | Adult Social Care |
| Reports to | Team Manager |
| Location | City Wide |
| Job Evaluation Code | 1036896 |



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To work in partnership with senior managers and others to facilitate the development of social care staff in mental health teams across Coventry at a range of levels.

Take a lead in developing and promoting high quality social care practice within mental health service provision.

To provide a social work service as a member of a multi-disciplinary community mental health service for people with mental health needs, their families or carers.

To act as an Approved Mental Health Professional (AMHP) and participate in the AMHP rota.

Main Duties & Key Accountabilities

Core Knowledge

- Demonstrate a high level of professional competence in social work practice to nationally recognised standards, including adopting a strength based, promoting independence, recovery focussed and reflective approach.
- To facilitate and support the professional development and governance of social care staff. (grades 5,6 and 7)
- Provide line management and professional supervision for staff, including appraisals, managing wellbeing and attendance, capability and all other appropriate Human Resources policies and procedures.
- Organise, and where appropriate facilitate, professional development opportunities for staff and student placements in liaison with the Social Care General Manager, Approved Mental Health Professional Lead and Team Managers.
- To work in partnership with higher education establishments to select, assess and support candidates for professional training programmes as a West Midlands Consortium member.
- Provide a range of AMHP duties including participating in the AMHP rota and the duty senior role.

- In conjunction with the Team Manager to design and implement induction and foundation processes for Newly Qualified Social Workers in conjunction with other Senior Practitioners.
- Provide a clear and responsive practice leadership role within the service including modelling best practice, mentoring staff and promoting the highest professional standards via AMHP forums, action learning sets etc.
- To assist with AMHP re-approval processes.
- Manage the performance of staff in collaboration with the Social Care General Manager, AMHP Lead, Team Managers and Service Leads, including the design, implementation, monitoring and review of practice improvement action plans for individuals and groups of staff.
- To advise and support a professional social work service to people with severe and enduring mental health problems.
- Participate in identifying appropriate care activities and in developing effective individual care plans for service users in consultation with others.
- To advise on the co-ordination of care plans, reviews and help evaluate with others the effectiveness of the care plan and agreed outcomes.
- To identify and coordinate a range of resources that can deliver positive strength-based outcomes for service users, facilitating co-production independence and self-determination, choice, care and responsibility.
- Attend and contribute to multi-disciplinary reviews for service users as required.
- Apply a high level of knowledge and skills in social work practice in relation to those adults with mental health problems to facilitate realistic change and positive outcomes appropriate for the service user.
- Attend and participate in regular team meetings.
- Ensure personal professional development by participating in training programmes, courses and seminars in consultation with and the approval of the Team Manager.
- Participate in regular supervision.
- Maintain prompt accurate records and other documentation relating to work with service users in accordance with approved policy and procedures.

- Comply with the appropriate legal statutes and departmental policy affecting social work operations.
- Undertake the supervision of delegated staff and students where agreed and appropriate.
- To help support specific mental health related aspects of the transforming care agenda.
- To have delegated responsibility for Multi Agency Public Protection Arrangements and the Multi Agency Risk Assessment Conference.
- To support the Team Manager by helping to manage specific safeguarding investigations including large scale investigations.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

| External | Internal |
|----------|----------|
| | |

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Social Workers (G6 and 7) and Support workers (G5)

Person specification

| | |
|--|---------|
| Job Evaluation Code | 1036896 |
| Knowledge | |
| Relevant legislation, policy and guidance in relation to people with mental health problems (to include the 1983 Mental Health Act (revised in 2007), the Mental Capacity Act 2005, The Care Act 2014, the Care Programme Approach, The Children's Act, MHA and MCA Codes of Practice, Human Rights Act. | |
| Understanding of the range of service users' needs and the range of provision to meet those needs. | |
| The role and purpose of an AMHP | |
| Knowledge of SWE requirements and Continued Professional Development | |
| Knowledge of PQ award structures for social workers. | |
| Skills and Abilities | |
| Skilled in working with service users to identify need, develop care plans, arrange services to meet need, monitor service provision and review care plans. | |
| Skilled in responding to working in crisis situations and the assessment and management of risk. | |
| Effective communication skills - verbally and in writing, eg. complex letters, reports, supervision records, etc. | |
| Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines. | |
| Able to work in an anti-discriminatory and non-judgemental manner and promote such practice. | |
| Able to follow specific procedures and work within guidelines, using support and supervision appropriately. | |
| The ability to effectively supervise and teach/develop individuals and groups. | |
| To respect and maintain confidentiality of information | |
| Experience | |
| Extensive experience of working in a community setting with people with mental health problems | |
| Working as an Approved Mental Health Professional | |

| |
|--|
| Qualifications |
| Dip SW, CQSW, CSS or equivalent. |
| ASW or AMHP and / or AMCP Qualification |
| Practice Placement Teacher/Fieldwork Educator (practice teaching award or PQ6) |
| Evidence of continuing professional development. |
| Special Requirements |
| This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). |

| | | | |
|---------------------|------|----------------------|----------|
| Date Created | 2019 | Date Reviewed | Feb 2023 |
|---------------------|------|----------------------|----------|

