



Job Description and Person Specification

Job Title: Team Leader, Mental Health

Job Details	
Grade	8
Service	Adult Social Care, Mental Health
Location	Various, Swanswell Point
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>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.</p> <p>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.</p>

Key Responsibilities and Accountabilities
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:	<ul style="list-style-type: none"> • Health partners including MH/ CWPT/CHC/Hospitals • Coventry & Warwickshire Partnership Trust/ ICB • West Midlands Ambulance Service • West Midlands Fire Service • West Midlands Police Service • Care providers • Charity Organisations/ Community partners • Citizen Housing/ Housing • GP Services/ District nurses etc • Other Local Authorities 	Internal :	<ul style="list-style-type: none"> • Other Adults Social Care Teams • Mental Health Team • Coventry City Council Human Resources Team • Coventry City Council Recruitment Team • Public Health • Childrens Services/ SEN • Internally Provided services

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 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

Mental Health Social Workers Grades 6 and 7 and Community Case Managers at Grade 5

Person Specification

Requirements

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.
Knowledge	Understanding of the range of service users' needs and the range of provision to meet those needs.
Knowledge	The role and purpose of an AMHP
Knowledge	Knowledge of SWE requirements and Continued Professional Development
Knowledge	Knowledge of PQ award structures for social workers.

Commented [LB1]: Guidance

We recommend only **ESSENTIAL** requirements are in your person specification

- Focus on what the role-holder will need from day one in the role
- Check your biases and only focus on what is essential to be high performing in the role
- Make sure you highlight any relevant soft skills
- Remove non-essential or any bias towards educational requirements, such as degrees or niche degrees
- Remember that adding a number of years required experience will limit the number of candidates that you get

A requirement defines what the role holder needs to have to be effective in the role from the outset, so you need to ask the below questions:

- Knowledge - what does the role holder need to know on day one?
- Skills and Abilities - what does the role holder need to be good at on day one?
- Experience - what does the role holder need to have experience in from day one?

Skills And Ability	Skilled in working with service users to identify need, develop care plans, arrange services to meet need, monitor service provision and review care plans.
Skills And Ability	Skilled in responding to working in crisis situations and the assessment and management of risk.
Skills And Ability	Effective communication skills - verbally and in writing, eg. complex letters, reports, supervision records, etc.
Skills And Ability	Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines.
Skills And Ability	Able to work in an anti-discriminatory and non-judgemental manner and promote such practice.
Skills And Ability	Able to follow specific procedures and work within guidelines, using support and supervision appropriately.
Skills And Ability	The ability to effectively supervise and teach/develop individuals and groups.
Skills And Ability	To respect and maintain confidentiality of information
Experience	Extensive experience of working in a community setting with people with mental health problems
Experience	Working as an Approved Mental Health Professional
Experience	Management staff.
Qualification	Dip SW, CQSW, CSS or equivalent. Registration with Social Work England
Qualification	Approved Mental Health Professional
Qualification	Practice Placement Teacher/Fieldwork Educator (practice teaching award or PQ6)
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).