

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Approved Mental Health Professional
<b>Grade</b>	8
<b>Service</b>	Mental Health Community Service
<b>Reports to</b>	Team Manager Mental Health
<b>Location</b>	Community Mental Health Team
<b>Job Evaluation Code</b>	



## 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 provide a social work service to citizens of Coventry that require support from the Mental Health Service that works in partnership under a s75 agreement with Coventry & Warwickshire Partnership Trust. A strength - based approach will be core to your practice. You will lead on Care Act assessments that may identify further support from the social care service or bespoke community services from our Voluntary /independent services. The ethos of our work is to promote independence, identify options, and choice, to promote and maintain wellness. Part of the role will also include working with other partnership agencies to create best outcomes as well as work with families or other social networks to support growth and maintain wellbeing.

As well as holding a case load the post will also require the professional to consult with other partnership agencies to create professional relationships that will further develop choice and options for the citizen.

## Main Duties & Key Accountabilities

**Core Knowledge - To work collaboratively with our health partner or act as a single agency to provide a creative strength based support plan for the citizen that requires a service from adult mental health.**

- Lead in completing Care Act Assessments and support plans
- To partake in Duty Rotas as required (including The Approved Mental Health Professional and Best Interest Assessor Rota if holding AMHP / BIA status)
- Undertake carers assessments (S.10 Care Act 2014).
- Complete annual reviews aligned with Care Act duties and s117 under the Mental Health Act
- Maintain effective liaison with statutory, voluntary, and independent sector agencies on behalf to gain a variety of resources for positive outcomes.
- Work with all safeguarding concerns and lead on s.42 safeguarding enquires.
- Undertake capacity assessments when necessary as well as Best Interest meetings
- Work to timescales on any legal matters including Court of Protection applications.
- Apply a high level of knowledge and skills in social work interventions to support the citizen who has mental health challenges to facilitate positive risk taking to gain independence and choice.
- Preventative work at the centre of practice to minimise environmental crisis.
- Attend and participate in meetings that require a social perspective to work with the identified support plan.
- Participate in relevant duty rota(s) as required.
- Be involved in developing services in conjunction with other professionals and agencies to meet the mental health needs of service users and carers within a multi-racial community.
- Foster 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 your CPD and registration with Social Work England or any other professional body that requires you to undertake this position.
- 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.
- Provide cover for colleagues due to their absence on leave/sickness.
- Undertake the supervision of students where agreed and appropriate.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Coventry & Warwickshire Partnership Trust Midlands Police Primary Care services Voluntary/ independent Services	<b>Internal</b> Adult Social Care Children's Services Transformation Service
---	---

## 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.

### 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:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Good understanding of the Mental Health Act 1983, Mental Capacity Act 2005 & Care Act 2014.	
Knowledge of other legal Acts that may support practice.	
Understand Diversity & Equality Principles.	
Knowledge on local resources to enable choices for the citizen.	
Good understanding around budget restraints and best value principles.	
Good IT skill and knowledge on GDPR	
Good understanding of Social Work theories and Approaches	
<b>Skills and Abilities</b>	
High level of communication/negotiating skills to support partnership working and gaining best options for the citizen.	
Excellent assessment skills.	
Good written skills to support legal statements and reports.	
Able to work in a focused approach, working to appropriate timelines.	
Able to represent the Council at various levels of meetings should this be required.	
Work in an open way to resolve conflict with competing needs and having the voice of the Citizen at the centre of the plan.	
Expectation from the Council that the candidate will undertake the Approved Mental Health Professional training when management request.	
Recording on designated system should be timely and under the guidance of GDPR;	
Contribute to duty rotas if requested.	
Prioritise tasks from a competing caseload.	
Productive and proactive in supervision sessions.	
Offer support and guidance to AYSEs and unqualified staff.	

<b>Experience</b>
Working with people with mental health challenges.
<b>Qualifications</b>
Social Work MA, Dip SW, CQSW, CSS or equivalent
AMHP – Essential for Grade 8
BIA Essential for Grade 7
<b>Special Requirements</b>
<p>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).</p> <p>Registered under professional body - Social Work England</p>

<b>Date Created</b>		<b>Date Reviewed</b>	
---------------------	--	----------------------	--

