

Job Description and Person Specification

Approved MH Professional

Job Details	
Grade	GRD8
Service	Partners Localities & Social Care
Location	City Wide
Job Evaluation Code	Y5147D

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

Job Purpose
Provide social work services to Coventry residents requiring support from Mental Health Services under a s75 agreement with Coventry & Warwickshire Partnership Trust. Utilise a strengths-based approach in practice. Perform Care Act assessments to identify possible support from social care or community services through voluntary or independent organisations. Emphasise independence, wellness, and accessible options. Work collaboratively with partner agencies, families, or social networks to improve wellbeing. Handle caseloads while building professional relationships to increase opportunities and choices for Coventry residents.

Main Duties & Key Accountabilities

Leading the completion of Care Act Assessments while developing and implementing personalised support plans tailored to individual needs and circumstances.

Participating in duty rotas as necessary, including The Approved Mental Health Professional and Best Interest Assessor Rota if possessing relevant qualifications.

Conducting carers' assessments in accordance with Section 10 of the Care Act 2014.

Conducting annual evaluations in accordance with duties outlined in the Care Act and section 117 under the Mental Health Act.

Maintaining productive communication with statutory, voluntary, and independent sector organisations to secure diverse resources that contribute to achieving favourable results.

Addressing all safeguarding concerns and guiding the process for section 42 safeguarding enquiries effectively and responsibly.

Conducting capacity evaluations when required alongside facilitating Best Interest discussions.

Adhering to specified timelines when managing legal matters, including applications related to the Court of Protection.

Applying extensive expertise in social work interventions, supporting individuals experiencing mental health difficulties to encourage informed risk-taking for increased independence and personal choice.

Focusing on preventative measures within practice to reduce the risk of environmental emergencies.

Participating in applicable duty schedules as necessary.

Participating in designing services alongside professionals and agencies to address mental health needs of service users and carers in diverse communities.

Promoting professional growth by engaging in training sessions, workshops, and seminars with consultation and approval from the Team Leader.

Ensuring prompt and accurate records are maintained alongside documentation related to work with service users, following approved policies and procedures.

Overseeing the supervision of students where previously arranged and suitable.

Key Relationships

External:	Coventry & Warwickshire Partnership Trust Midlands Police Primary Care services Voluntary/independent Services
Internal:	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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Good understanding of the Mental Health Act 1983, Mental Capacity Act 2005 & Care Act 2014.
	Knowledge of other legal Acts that may support practice, understanding Diversity & Equality Principles.
	Good understanding around budget restraints and best value principles.
Skills And Ability	High level of communication/negotiating skills to support partnership working and gaining best options for the citizen.
	Good assessment skills and written skills to support

	legal statements and reports, working to appropriate timelines.
	Able to represent the Council at various levels of meetings should this be required.
	Collaborate transparently to address conflicts arising from differing needs, ensuring the Citizen's perspective remains central to the overall strategy.
	Recording on designated system should be timely and under the guidance of GDPR.
	Offer support and guidance to AYSEs and unqualified staff.
Qualification	Social Work MA, Dip SW, CQSW, CSS or equivalent.
	Registered under professional body - Social Work England. AMHP – Essential for Grade 8.
Special Requirements	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.