

Job Description and Person Specification

Job Title: Mental Health Social Worker



Job Description

Job Title	Mental Health Social Worker
Grade	6/7/8
Service	Adult Social Care Mental Health
Reports to	Social Care team manager
Location	Tile Hill Health Centre / Swanswell Point
Job Evaluation Code	Y5068D



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 as a member of a joint agency, multi-disciplinary team to people with mental health needs, their family groups or carers, within the community and in-patient mental health facilities.

Main Duties & Key Accountabilities

Core Knowledge

- Provide a professional social work service to people with severe and enduring mental health problems and be accountable to the Team Leader.
- Participate in identifying the appropriate care co-ordinator and in developing effective individual care plans for service users in consultation with others.
- Co-ordinate care plans, and regularly review and evaluate with others the effectiveness of the care plan.
- Attend multi-disciplinary ward, day hospital or community reviews for service users in consultation with others and as agreed with the Team Manager.
- Maintain effective liaison with statutory, voluntary and independent sector agencies on behalf of service users and to assess and co-ordinate a range of specific services in respect of care management to meet their needs.
- Apply a high level of knowledge and skills in social work practice in relation to those with mental health problems to facilitate realistic changes appropriate to the service user.
- Provide a range of Social Work duties including preventative work, and mental health assessment in line with the Department's policy of providing a specialist and comprehensive response to people with mental health needs.
- Attend and participate in regular Team Meetings.
- 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 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

External	Internal
Coventry and Warwickshire Partnership Trust Intergrated Care Board Police Other Local Authorities Housing providers 3 rd sector providers	All services areas in Adult Services Human Resources

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: none

Person specification

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Knowledge	
The City Council's Equal Opportunities Policy and how to ensure service provision which is sensitive and relevant to all service users	
Relevant legislation, policy and guidance in relation to people with mental health problems (including the 1983 Mental health Act, Code of Practice, 1990 NHS and Community Care Act, the Care Programme Approach, the National Service Framework for Mental Health).	
Understanding of the range of service users' needs and the range of provision to meet those needs	
The range of methods for improving the functioning of service users	
Computer based systems operating in the service area	
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, records, etc	
Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines	
Able to follow specific procedures and work within guidelines, using support and supervision appropriately	
Able to recognise when to use statutory or professional authority, and use it sensitively and responsibly	
Able to work effectively with service users, colleagues and other agencies via negotiation, counselling, and giving and receiving information.	
Ability and willingness to undertake further training (including AMHP training).	
Able to co-ordinate Assessment and Care Planning Reviews.	
Able to identify gaps in service provision and collect appropriate data to inform commissioners of services.	
Experience	
Working with people with Acute Mental Health Illness	

Qualifications
Dip SW, CQSW, CSS or equivalent
Special Requirements
This post is exempt from the provisions of 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		Date Reviewed	
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