



Coventry City Council

Job Description

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| Job Title: | Approved Mental Health Professional / Mental Health Social Worker | Job Number: | |
| Service: | Adult Social Care Mental Health | Grade: | 8 |
| Location: | Various | | |

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.

Job Purpose:

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 and Responsibilities:

1. Provide a professional social work service to people with severe and enduring mental health problems and be accountable to the Team Leader.
2. Participate in identifying the appropriate care co-ordinator and in developing effective individual care plans for service users in consultation with others.
3. Co-ordinate care plans, and regularly review and evaluate with others the effectiveness of the care plan.
4. Attend multi-disciplinary ward, day hospital or community reviews for service users in consultation with others and as agreed with the Team Manager.
5. 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.
6. 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.
7. 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.
8. Attend and participate in regular Team Meetings.

9. Participate in relevant duty rota(s) as required.
 10. 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.
 11. Foster professional development by participating in training programmes, courses and seminars in consultation with and the approval of the Team Manager.
 12. Participate in regular supervision.
 13. Maintain prompt accurate records and other documentation relating to work with service users in accordance with approved policy and procedures.
 14. Comply with the appropriate legal statutes and departmental policy affecting social work operations.
 15. Provide cover for colleagues due to their absence on leave/sickness.
 16. Undertake the supervision of students where agreed and appropriate.
 17. Any other duties and responsibilities within the range of the salary grade.
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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 Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed:

Updated: May 2022



Coventry City Council

Person Specification

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| Job Title: | Approved Mental Health Professional / Mental Health Social Worker | Job Number: | |
| Service: | Adult Social Care Mental Health | Grade: | 8 |
| Location: | Various | | |

| Area | Description |
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| Knowledge: | <ul style="list-style-type: none"> The City Council's Equal Opportunities Policy and how to ensure service provision which is sensitive and relevant to all service users |
| | <ul style="list-style-type: none"> Relevant legislation, policy and guidance in relation to people with mental health problems (including the 1983 Mental health Act Revised 2007, Code of Practice, The Care Act, the Care Programme Approach, the Mental Capacity Act |
| | <ul style="list-style-type: none"> Understanding of the range of service users' needs and the range of provision to meet those needs |
| | <ul style="list-style-type: none"> The range of methods for improving the functioning of service users |
| | <ul style="list-style-type: none"> Computer based systems operating in the service area |

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| Skills and Abilities: | <ul style="list-style-type: none"> Skilled in working with service users to identify need, develop care plans, arrange services to meet need, monitor service provision and review care plans. |
| | <ul style="list-style-type: none"> Skilled in responding to working in crisis situations and the assessment and management of risk. |
| | <ul style="list-style-type: none"> Effective communication skills - verbally and in writing, eg. complex letters, reports, records, etc. |
| | <ul style="list-style-type: none"> Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines |
| | <ul style="list-style-type: none"> Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines |
| | <ul style="list-style-type: none"> Able to follow specific procedures and work within guidelines, using support and supervision appropriately |
| | <ul style="list-style-type: none"> Able to recognise when to use statutory or professional authority, and use it sensitively and responsibly |
| | <ul style="list-style-type: none"> Able to work effectively with service users, colleagues and other agencies via negotiation, counselling, and giving and receiving information. |
| | <ul style="list-style-type: none"> Ability and willingness to undertake further training (including AMHP training). |
| | <ul style="list-style-type: none"> Able to co-ordinate Assessment and Care Planning Reviews. |



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| | <ul style="list-style-type: none"> • Able to identify gaps in service provision and collect appropriate data to inform commissioners of services. |
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| Experience: | <ul style="list-style-type: none"> • Working with people with mental health problems |
| | <ul style="list-style-type: none"> • |
| | <ul style="list-style-type: none"> • |

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|---------------------|---|
| Educational: | <ul style="list-style-type: none"> • AMHP, Dip SW, CQSW, CSS or equivalent |
| | <ul style="list-style-type: none"> • |
| | <ul style="list-style-type: none"> • |

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| Special Requirements: | <ul style="list-style-type: none"> • 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). |
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Date Reviewed:

Updated: May 2022