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| Service and job specific context statement | |
| **Directorate:** | Health and Adult Services |
| **Service:** | Mental Health |
| **Post title:** | Social Worker/Social Care Assessor – Mental Health |
| **Grade:** | J-K |
| **Responsible to:** | Team Manager – Mental Health |
| **Staff managed:** | None |
| **Date of issue:** | April 2019 |
| **Job family:** | **C&S - Care & Support** |

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| Job context |
| NYCC works jointly with NHS Mental Health Foundation Trusts to deliver Community Mental Health Services to working age adults. The services provided are delivered through Community Mental Health Teams and also other clinical teams. These include statutory Mental Capacity Act assessments by Approved Mental Health Professionals, statutory Care Act assessments and care planning, recovery support, carer’s assessments and assistance with employment. These services work together to deliver a joint, resilient and responsive Adult Community Mental Health Service across North Yorkshire which is supportive of the North Yorkshire Health & Wellbeing Board Mental Health 2015-2020 strategy “Hope, Control & Choice” vision:  *“We will work together to ensure the people of North Yorkshire have the resilience to enjoy the best possible mental health, and to live their lives to their full potential, whatever their age and background, supported by effective, integrated and accessible services across all sectors, designed in genuine partnership with the people who need to make use of them and those who care for them.”*  An enhanced DBS clearance is required.  Registration with the Health Care Professionals Council (HCPC) is required.  This role involves spoken communications so a confident use of English language is required.  The service will operate a 7 day service, operational arrangements to be confirmed. |
| Job specifics |
| NYCC may require you to undertake Approved Mental Health Professional (AMHP) training dependant on the needs of the service and your eligibility. |
| Career progression |
| There is a bar at the top of Grade J.  Progression beyond the bar to Grade K is dependent upon 2 years post qualifying experience and that you have successfully completion of the Directorate’s progression process.  Newly Qualified Social Care Assessors (SCA)/ Mental Health Social Workers (MHSW)  Year 1 newly qualified workers will be appointed to the bottom of Grade J and will be supported in their first full year of employment by reduced caseloads and enhanced supervision.  Year 2 onwards following this supported first year Social Care Assessors/ Mental Health Social Workers will train to act as Safeguarding Investigators in Year 2 and as Best Interest Assessors in Year 3.  Having successfully completed this professional development pathway and having successfully completed a Portfolio they can move from pay Grade J to pay Grade K.  The progression portfolio will consist of:      A 1000 word statement written by the worker reflecting on the first full year of practice, signed by the Team Manager to confirm that the worker’s competence and progress are satisfactory.      Evidence of having completed Safeguarding Investigators training.      A 1000 word statement written by the worker reflecting on the second full year of practice, to include references to Safeguarding Investigations undertaken or contributed to, signed by the Team Manager to confirm that the worker’s competence and progress are satisfactory.      Evidence of having successfully completed Best Interest Assessor training.      A 1000 word statement written by the worker reflecting on the third full year of practice, to include references to complex capacity issues and having undertaken Best Interests Assessments, signed by the Team Manager to confirm that the worker’s competence and progress are satisfactory.  All of the above evidence will be examined at a short interview with the SCA/MHSW and their Team Manager by the SCA/MHSWs SM and an SM from another locality.  A joint statement of support to progress from both SMs will then be countersigned by the Head of Service.  The SCA will then progress into Grade K from the first day of the month following the Head of Service’s countersignature.  Newly appointed SCA/MHSWs who are not newly qualified will enter this career structure at a point commensurate with their experience and additional training undertaken.  This entry point and any requirements for progression will be clearly communicated at time of offer of appointment, without the need to complete reflective statements retrospectively. |

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| Structure | | |
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| Job Description | |
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| Job purpose | To work with colleagues in both Health and North Yorkshire County Council (NYCC) as part of a partnership providing assessment and care planning for adults with mental health conditions.  To undertake a range of asset and strength based assessments and interventions to ensure that adults with care and support needs and carers achieve their desired outcomes and wellbeing. To determine eligibility for adult social care service set against the national standard. To work with adults with care and support needs and carers to develop personalised care and support plans that represent best value. To ensure that adults with care and support needs and carers are safe from harm. Where harm or abuse is identified ensuring the safety of the person and undertake the relevant safeguarding enquiries. |
| Operational management | * Undertaking an asset based approach to assessments of need with adults and carersas allocated by the line manager and where requested. * Working in partnership with health colleagues, other disciplines, users and carers, as appropriate. Provide professional support in terms of therapeutic interventions with individuals, families and groups. * Following assessments, identifying whether or not the adultand/or carers fall within the national eligibility criteria, and communicating this to the adult or carer. * Where the adult or carer fall within eligibility criteria, working creatively and innovatively with the adult with care and support needsand or carers to develop an agreed care and support plan to achieve the identified outcomes ensuring that the Directorate’s policies on charging for services are followed. * Providing professional support and information, advice and guidance to adults with care and support needs and carers on how their needs could be partly or wholly met by access to universal and other non-care services. * Explore opportunities to meet desired outcomes through alternative funding streams for example the voluntary sector or Continuing Health Care funding * Directly commission packages of support for adults with care and support needs or carers to achieve identified outcomes. * Supporting the uptake of direct payments to meet the adult’s or carers outcomes, or Commission, or direct to, services to meet the adult’sor carer’s outcomes. * Assist in proactively working towards the increased uptake of direct payments and other service development initiatives including (but not limited to) reablement, personalisation, individual budgets, self-assessment and self-directed care. * Undertaking re-assessments and reviews of care pathways as required by your line manager. * To complete recovery focused support plans to enable referrals to other mental health service colleagues * Ensuring value for money and maximise opportunities to generate income for adults with care and support needs and carers * Participate in the duty system as required by the Team Manager. * Prepare reports and represent the Directorate in court proceedings and tribunals as required. * Attend Section 117 meetings as a representative of the Authority, as required. * Act as an Appropriate Adult under PACE legislation, where appropriate * Act as a Social Supervisor under Part 3 of the MHA |
| Communications | * Work with your line manager to contribute to the development of the local community to enable the empowerment of adults with care and support needs and carers. * Liaising with local, universal and other services to promote access to them by adults with care and support needs and carers. |
| Partnership / corporate working | * Participate in training, developmental and project activity including multi-disciplinary and multi-agency activity as agreed with your line manager. * Work in partnership with members of the multi-disciplinary team e.g. medical staff, occupational therapists, psychologist, social care staff, nursing care staff and students on placement. |
| Resource management | * Provide day-to-day advice and support to less experienced staff. * Be a Practice Educator for students who are placed in or visiting the team as agreed with line Manager. |
| Systems and information | * Maintaining clear, concise and timely records of cases, care pathways and actions in line with the Directorate’s policies on file maintenance. * Utilise the current business processes to support the Adult Social Care function in relation to case recording, financial monitoring, IT. * Assist in the collection of client data and make appropriate use of IT systems. * Maintain up to date and accurate database records to meet NYCC requirements * Contribute to the on-going improvement and development of Adult Social Care processes and systems in conjunction with your line manager. * Assisting in the collection of performance data using the appropriate IT systems |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. * Undertake Safeguarding Adults Investigations, as delegated by the Designated Safeguarding Manager and in line with procedures. * Intervening in emergency situations to protect adults with care and support needs or carersand to initiate the appropriate statutory and other actions required, and following the appropriate training and experience to undertake safeguarding adults investigations as Lead Investigator where required by the Team Manager. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Good working knowledge, understanding and application of the Care Act and regulations. * Knowledge and understanding of relevant legislation for adult mental health. * Knowledge and understanding of social care policy developments and good practice at a local and national level. * Knowledge of statutory requirements, including requirements in respect of carers, equality and anti-discrimination legislation, maintaining a safe working environment, data protection and confidentiality. * Knowledge and understanding of how Equality & Diversity, Dignity & Respect and Human Rights will apply to this role. | * Knowledge of the range of equipment available to support people maintaining their independence. |
| Experience   * Demonstrable experience of undertaking assessment of health or social care needs in a community setting. (Newly Qualified workers only) * Demonstrable experience of contributing to the safeguarding of vulnerable adults. (Newly Qualified workers only) * Experience of undertaking assessment of health or social care needs in a community setting. * Experience of inter-agency collaboration practice. * Demonstrable experience of undertaking complex assessment of health or social care needs in a community setting. * Demonstrable experience of initiating the appropriate statutory and other actions required to undertake safeguarding investigations. * Experience of working positively in a changing environment. | * Experience of direct work with people with Mental Health problems. * Experience of undertaking safeguarding investigations. * Experience of applying asset and strength based approaches into practice |
| Occupational Skills   * Excellent communication and presentation skills. * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. * Ability to use persuasion, influencing and/or negotiation techniques. * Resilience skills. Works productively in a pressurised environment and supports others to do so. Ability to act calmly during difficult circumstances and recovers quickly from setbacks. * Effective time management and planning skills, meets deadlines * Effective written communication skills – communicates effectively in writing to produce documents in a range of formats and styles to suit a range of audiences. Excellent case recording and report writing skills. * Decision making skills – can make decisions within own area of responsibility which may involve considering risks. * Ability to monitor quality and service standards. * Good IT skills including use of email, intranet, internet, word, excel and inputting date into the Council’s assessment system. * Flexibility and adaptability. * Problem solving skills – uses creativity and innovation to generate solutions to problems. * Ability to work on own initiative as well as being part of a team |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * A professional social care qualification e.g. Social Work, DipSW, CQSW with current registration with the HCPC. * A commitment to undertake ASYE if in first two years of qualifying as a social worker if not completed already. | * Practice Educator or a commitment to undertake the Practice Educator post graduate programme |
| Other Requirements   * Ability to travel across the County, as frequent travel is part of service requirements. * Ability to undertake the role outside of normal business hours |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

**You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.**