

Job Description

Management Grouping:	Adult Social Care / Oxleas NHS Foundation Trust
Department:	Adult Mental Health – Bexley –see specific teams at end
Job Title:	Senior Social Worker
Reports to:	Team Manager / Operational Manager

This job description has been mapped against the Professional Capabilities Framework for Social Work. An understanding of the PCF domains appropriate to job level is essential.

Principle Accountabilities

The Senior Social Worker will be a member of an adult mental health team and will provide a comprehensive service to clients referred to the team who need assessment and intervention.

The Senior Social Worker is accountable to the Director for Acute Mental Health Services for Oxleas NHS Foundation Trust / Director of Education & Social Care, London Borough of Bexley.

Purpose of the job

To provide management, supervision and consultation to team members as appropriate/necessary

To deliver an effective Mental Health Service to clients referred to the team in keeping with the philosophy and objectives of the Section 75 Agreement

Main Duties

To take a lead role in managing incoming referrals to the Locality Team and ensuring that the work is managed, prioritised and appropriately dealt with depending on risk, urgency, etc.

To provide professional and managerial supervision to colleagues in planning effective mental health interventions

Support the Team Manager to manage referrals to the ADAPT (Affective Pathway) or ICMP (Intensive Case Management in Psychosis) part of the service and to conduct assessments as part of the ADAPT or ICMP contribution to Primary Care Plus

To be familiar with, adhere to and implement all statutory duties and responsibilities under all relevant adult legislation

To take part in the AMHP and/or AMHP Manager rotas

In consultation with the Team Manager to ensure that all work is allocated appropriately within the multi professional team

To act as a consultation point for team members undertaking complex assessments and to assist in the decision making process regarding the future care of clients

To carry a small but complex caseload

To deputise for the Team Manager in her/his absence

As care co-ordinator for service users to plan, implement, evaluate and review care plans

To attend client reviews and other clinical meetings and to provide reports, documentation and appropriate record keeping in accordance with the Joint Mental Health Services Policies and Procedures

To contribute actively to initiatives to measure clinical outcomes including audit, patient surveys, research and standard setting to improve clinical effectiveness and to produce statistical information as required by the service/team

To participate in and contribute to meetings concerning the management and development of the service/team, as a member of the multi-disciplinary team

To ensure effective and efficient use of time and resources and to reconcile competing demands and priorities

To take advantage of opportunities to gain further knowledge and to undertake appropriate training

To ensure a safe environment for clients and staff of ADAPT in compliance with the requirements of the integrated service

To act as a Safeguarding Adult Manager and Best Interest Assessor and to be willing to train as such

To have a clear understanding of safeguarding children issues and to ensure that supervisees act within Trust and LB Bexley procedures

To undertake appraisals for staff and to ensure that appraisals for seconded social work staff adhere to local authority procedures and timeframes

To keep up to date with mandatory training for seconded social staff and within the Trust

General

To have a clear understanding of responsibilities under the Equality Act 2010

To carry out relevant duties under the Care Act 2014

To observe and apply integrated Mental Health Service Policies and Procedures

To carry out any other duties as necessary

To demonstrate at all times sound professional values, respect for service users and a duty of candour

Additional Information

Secondment to Oxleas NHS Foundation Trust

The Council is required to directly employ Social Workers to carry out Approved Mental Health Practitioner duties and has to retain a sufficient pool of staff to cover such duties. We have therefore agreed with Oxleas NHS Foundation Trust that all staff employed as Social Workers, Senior Social Workers and Social Work Managers will be seconded to the trust, although this may change in the future.

You will be an employee of the London Borough of Bexley under its contractual terms and conditions. Oxleas NHS Foundation Trust will be responsible for your day to day management, through its management structure.

Social Workers already share many duties and tasks with their multi-disciplinary colleagues. These include:

- Provision of a team duty service
- Assessments
- Design and monitoring of care plans to meet individual client need
- Working within the Care Programme Approach to ensure that care plans are reviewed and monitored
- Support and advice to Carers
- Working jointly with multi-disciplinary colleagues to ensure a quality professional service
- Liaison with GPs and the Voluntary Sector
- Providing brief therapeutic interventions which may include solution focused therapy, counselling, cognitive behavioural therapy, bereavement work, cognitive analytic therapy and problem solving work

Most specific to Social Workers are the following tasks:

AMHP Duties

All social workers are expected to undertake AMHP training, if not already qualified. A borough wide rota is in operation, and a duty manager is available each day to offer support and advice.

Supervision of Social Work Students

Practice teaching can be undertaken as a planned step in career development, if approved by the individual social worker's manager.

What Bexley can offer you:

- A stimulating multi professional environment in which you can develop your skills and work constructively alongside other professionals
- Good quality professional supervision
- All staff are managed by their team manager, regardless whether that manager has a nursing or social work background. For social workers whose manager is a community nurse, professional supervision from a senior social work colleague is always made available on a formalised basis. Senior Social Workers will receive supervision from a more senior manager of a social work background.
- AMHP Training
- BIA training
- Opportunity to achieve practical teaching accreditation

- Access to in-house and external training courses according to team and individual need
- A system of personal development reviews which ensure that your strengths and skills are acknowledged and enhanced
- Clear cut working systems and high professional standards
- Good working environment with a high standard of administrative support
- Well thought out and appropriate community resources

Skills by team function

Primary Care Plus (PCP) / ADAPT (Affective Pathway)

All of the above plus an ability to offer appropriate advice and support to colleagues in a primary care setting, to understand the inter-action between physical and mental health and an ability to assess risk in a rapidly changing environment. Staff working in PCP conduct telephone assessments of individuals referred to the community mental health service. Staff working in ADAPT provide interventions to individuals who have been accepted into the service and their families.

Staff based here will have core hours of 9 am – 5 pm, with some 12 noon – 8pm shifts. Staff are generally based in either PCP or ADAPT, but there is an expectation of periodic rotation between the parts of the service.

Intensive Case Management in Psychosis (ICMP)

All of the above plus an ability to manage and review risk, devise clear care plans, support service users to be discharged safely from the service including encouraging self-management and relapse prevention.

Home Treatment Team

All of the above plus an ability to deliver comprehensive and effective service to service users referred to the Home Treatment Team and to have a clear understanding of how to adopt a team approach to managing cases. The team operates on a shift basis for the whole week including weekends.

Early Intervention Team

All of the above plus an understanding of clinical interventions in detecting early psychosis across the full age range of adult service users.

Person Specification

Management Grouping: Adult Social Care / Oxleas NHS Foundation Trust

Department: Adult Mental Health – Bexley

Job Title: Senior Social Worker

Selection Criteria (PCF domains 1,2,3, 4, 5 & 7)	Essential/ Desirable (E/D)	Selection Method (see Key)
(a) <u>Education and Formal Training</u>		
Diploma in Social Work/CQSW/Social Work Degree	E	A
Approved Mental Health Professional	E	A
(b) <u>Relevant Technical Experience and Knowledge</u>		
Clearly demonstrable experience of mental health professional practice.	E	A/I
Experience of working as an ASW/AMHP and supervision of other AMHPs.	D	A/I
Significant experience in community mental health work, extensive casework, assessments and management of high-risk cases.	E	A/I
Recent experience of multi professional team working.	E	A/I
Relevant statutory experience (e.g. Mental Health Act, NHS Community Care Act, etc.).	E	A/I
Experience of working/liasing with other statutory agencies (e.g. Children and Family Services, Substance Misuse Services, Police and Probation Services).	E	A/I
Recent experience of professional/clinical supervision of staff or students.	E	A/I
Experience of preparing reports and presenting these in a formal setting. Good written and oral communication skills.	E	A/I
Experience of holding a mental health caseload where the issues are complex or in dispute.	E	A/I
Experience of working within Care Programme Approach guidelines.	E	A/I

Knowledge of key legislation relevant to vulnerable adults including the 1983 Mental Health Act plus 2007 amendments, Mental Capacity Act, 1990 NHS and Community Care Act, and relevant supporting legislation, Human Rights Act, 2010 Equality Act etc.	E	A/I
Knowledge of developments in Safeguarding Adults and Safeguarding Children.	E	A/I
Knowledge and understanding of up to date treatment methods and care practices in Short-term Intervention Team work.	E	A/I
Knowledge and understanding of current research in innovations and treatment of a variety of mental illnesses.	E	A/I
Knowledge of the principles of staff management including task allocation, setting priorities, staff development, appraisals, and formal supervision principles.	D	A/I
(c) <u>Skills & Abilities</u>		
Ability to work autonomously, act independently and make decisions and to consult appropriately with relevant managers.	E	I
Ability to work collaboratively with other multi professional teams/agencies.	E	I
Ability to apply the principles of equal opportunities/anti-discriminatory practice when working with clients and colleagues.	E	I
Ability to manage time appropriately, set priorities and to work in a highly pressured environment.	E	I
Ability to demonstrate tact and diplomacy and to collaborate with clients/colleagues on plan of intervention/treatment.	E	I
Ability to communicate well both orally and in writing, including the ability to disseminate and analyse information. Ability to record all case work according to Trust and Council procedures.	E	I
Ability to prepare and deliver teaching/training sessions and presentations.	E	I
English Language Requirements for Public Sector Workers where it is an intrinsic and regular part of the role to speak to members of the general public either face-to-face or over the telephone:		
<ul style="list-style-type: none"> • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. 	E	I
<ul style="list-style-type: none"> • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. 	E	I
<ul style="list-style-type: none"> • Ability to listen to customers and understand their needs. 	E	I

<ul style="list-style-type: none"> Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. 	E	I
(d) Other Requirements Enhanced DBS	E	DBS

KEY: I = Interview A = Application Form DBS = Disclosure & Barring Check

Applicants will be assessed against these criteria and the following high performance indicators throughout the recruitment process.

High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
Partnership	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>

Listening and Responding	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>	<p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>
Open and Accessible	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>	<p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations</p>
Impact	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence</p>	<p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>