

Please Note: As part of our commitment to ensuring the highest standards of safety for the users we work with, this post is subject to criminal record checks

**LONDON BOROUGH OF WALTHAM FOREST
JOB DESCRIPTION**

Job Title: SOCIAL WORKER

Unit: Adult Services

Post No:

Grade: PO1-PO3
–
depending
on
experience

Service: Mental Health

Department: Families

Date Prepared: January
2013

THE COUNCIL EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE COUNCIL'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE AUTHORITY.

JOB PURPOSE

To work as part of multi-disciplinary mental health team as a social worker in Waltham Forest to provide a range of interventions and assessment of patients, including those with multiple pathologies and complex mental health needs, taking into consideration the patient's physical, mental and social skills to identify the patient's abilities and areas of difficulty.

MAJOR ACTIVITIES

1. Provide social work support to the multi-disciplinary mental health in the processing and assessment of referrals in line with agreed policy and to further contribute to any subsequent care plans formulated by the team.
2. To provide comprehensive Bio/Psycho/Social assessments on clients who are referred to mental health services.
3. In conjunction with colleagues and the Team Manager, to make appropriate decisions including those related to admission and discharge from the service.

4. To work with a defined caseload of clients who are experiencing mental health problems in the community.
5. In the short-term, to follow-up service users throughout their patient journey, where appropriate, and to assist service users in the making of care plans.
6. To offer short term/long term intervention as appropriate to enable patients to engage with services at primary care level and to utilise available resources in the community that are suitable to the individual patient's needs.
7. To identify potential safeguarding issues in relation to both adults and children and to make referrals and/or prepare protection plans as appropriate to ensure the safety of service users and any children with whom they may have contact.
8. To maintain appropriate records in accordance with Trust and LBWF policies, including access to files, and present these as required for the information of the Team Manager.
9. To convene and/or attend case conferences, professional meetings, medical review and/or CPA reviews, as appropriate.
10. To attend relevant meetings within Adult Social Care and elsewhere as negotiated with the Team Manager.
11. To act on behalf of the Manager/Deputy Manager as appropriate.

PROFESSIONAL DEVELOPMENT

1. To complete the NELFT/LBWF annual appraisal and personal development process. Staff will identify training needs as part of the annual appraisal process and complete evaluation of training events and courses attended.
2. Post holders will participate in their own professional supervision and promote best practice.
3. To update and maintain own skills through attending training as appropriate.
4. If not already qualified, to undertake training to become an Approved Mental Health Professional and, once warranted, to participate in the borough-wide AMHP rota.
5. In negotiation with the Team Manager, to act as a mentor/supervisor to junior staff and students on professional placement, as appropriate.
6. To keep abreast of significant legislative changes and their practice implications both nationally and locally.

KEY PRIORITIES

1. To work (and undertake joint work) with clients with multiple complex needs within Mental health services and Primary Care.

2. To act as an assessor for clients' needs, including psychological, emotional, social and rehabilitation needs, also taking into account the needs of their carers, family and the local community.
3. To take responsibility for the management of a defined caseload of clients who may require some support in the community.
4. To undertake a comprehensive assessment of service users' needs in line with care management policies and procedures.
5. To work jointly with other members of the multi-disciplinary team.
6. To develop person centred support plans ensuring needs of the person are identified and met
7. To deliver statutory functions under the Care Act 2014 for example assessments, carers assessments, reviews and safeguarding.
8. To ensure patient records are completed and kept up to date.

COMMUNICATION AND LIAISON

1. To participate in multi-disciplinary team meetings/case discussions in relation to caseloads, including business and clinical meetings, supervision and staff support group.
2. To update and maintain own skills through attending training as appropriate.
3. To undertake any other duties as required by management.
4. To act as a social work consultant on social work matters.
5. To participate in activities that promote mental health issues.
6. To attend relevant meetings, as required in connection with service users, carers and their families, including those relating to child protection and adult protection conferences.

INFORMATION TECHNOLOGY

1. To maintain a high standard of computer record-keeping to ensure good work practice.
2. To undertake relevant training and updates to maintain up-to-date knowledge of information systems.
3. To work in accordance with performance targets in line with Trust and Local Authority policies.

OTHER

- 1. To understand and comply with the Council’s equal Opportunities Policy and Procedures.

- 2. To uphold and comply with the statutory provision of the health and Safety at Work Act 1974 and any other relevant Council policies or procedures relating to health and safety at work.

REPORTS TO: Senior Social worker

AUTHORITY FOR:

Countersigned by: Postholder

Supervisor

Person Specification

Adult social care



Post: Social Worker – Mental Health

Service: Adult Services - Mental Health

Location: Thorpe Coombe Hospital site

	<i>Essential</i>	<i>Desirable</i>
EXPERIENCE		
<ul style="list-style-type: none"> Experience working within a mental health service or with people experiencing serious mental health problems 	E	
<ul style="list-style-type: none"> To have experience in working/liasing with multi-disciplinary teams, internal and external agencies in the provision of care 	E	
<ul style="list-style-type: none"> To have experience of assessing, planning and initiate care 	E	
<ul style="list-style-type: none"> Working with adults who have complex mental health needs and dual diagnosis 	E	
Skills and Knowledge		
<ul style="list-style-type: none"> Sound awareness of the needs of people suffering/ recovering from various forms of mental illness 	<i>E</i>	
<ul style="list-style-type: none"> Knowledge of a range of mental health social care interventions including person centred planning etc 	<i>E</i>	
<ul style="list-style-type: none"> Ability to integrate theoretical base with practical application 	<i>E</i>	
<ul style="list-style-type: none"> Working knowledge of the Mental Health Act 1983 and the Mental Capacity Act 2005 	<i>E</i>	
<ul style="list-style-type: none"> Knowledge of the Care Act 2014 and its practical application 	<i>E</i>	
<ul style="list-style-type: none"> Knowledge of the principles of personalisation 	<i>E</i>	
<ul style="list-style-type: none"> Ability to complete Statutory pieces of work including Reviews, Care Act assessments, carer's assessments etc 	<i>E</i>	
<ul style="list-style-type: none"> Ability to work effectively under pressure and to assess and manage risk 	<i>E</i>	
<ul style="list-style-type: none"> Ability to work effectively as a member of a multi-disciplinary team 	<i>E</i>	
<ul style="list-style-type: none"> Ability to analyse and evaluate information, provide good quality assessments and help formulate treatment plans 	<i>E</i>	
<ul style="list-style-type: none"> Ability to communicate and negotiate with clients and colleagues from a different professional perspective. 	<i>E</i>	
<ul style="list-style-type: none"> Sound awareness of safeguarding issues and the ability to work within guidelines relating to both adult and child safeguarding matters and to formulate robust protection plans as required. 	<i>E</i>	
<ul style="list-style-type: none"> Ability to write clear reports in plain English 	<i>E</i>	
<ul style="list-style-type: none"> The ability to be articulate and clear in verbal presentation 	<i>E</i>	
Other Job Specific Requirements		
<ul style="list-style-type: none"> Commitment to the Council's Equal Opportunities Policy and 	<i>E</i>	

acceptance of responsibility for its practical application		
<ul style="list-style-type: none"> To uphold and comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation or Council Policies and Procedures relating to Health and Safety at Work 	<i>E</i>	
<ul style="list-style-type: none"> Ability to independently travel in the area 	<i>E</i>	
<ul style="list-style-type: none"> Willingness to work flexible hours as and when necessary 	<i>E</i>	
Education & Training		
<ul style="list-style-type: none"> SW degree or equivalent 	<i>E</i>	
<ul style="list-style-type: none"> A.M.H.P. qualification 		<i>D</i>
<ul style="list-style-type: none"> Current registration with the Health Care Professionals Council 	<i>E</i>	
<ul style="list-style-type: none"> Evidence of Continuous Professional Development 	<i>E</i>	
DISQUALIFYING FACTORS		
Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.		