

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			702628
Job Title	Social Work Practitioner/Occupational Therapist		
Service	Adult Social Care/Health & Wellbeing	Team	Community Mental Health Team( CMHT)
Location	The Old Forge, Peach Street, Wokingham		
Reports to	Joint Services Manager		
Grade:	Type of position:	Hours per Week:	
8	Permanent	26 hours	

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

#### **Service Purpose**

The Community Mental Health Team is a specialist secondary mental health service that meets the needs of individuals (and their carers) aged between 18-75 and who have severe and/or enduring mental health difficulties.

The Team is an integrated multi-disciplinary team provided jointly by Wokingham Borough Council and the Berkshire Healthcare NHS Foundation Trust. It provides integrated community mental health services in line with the national agenda for mental health within the legal frameworks of the mental Health Act, the Mental Capacity Act and the Care Act.

The CMHT provides services to adults who reside within the Wokingham Borough.

#### **General Description of the job**

- To be a member of the multi-disciplinary recovery team and work in the Care Pathways Service
- To ensure the delivery of safe, effective professional services which are integrated, recovery and outcome focused
- To deliver services in line with the relevant clinical pathways and the Personalisation Agenda.
- The post holder will be working with both the WBC and Trust systems to provide an integrated and efficient service. The post holder will need a thorough understanding of trust and social services policies and systems.
- The post holder will hold a combined caseload of people with a severe and enduring mental health problems and fulfil the role of Care Coordinator

**Organisation Chart**

Assistant Director Integrated Mental Health



Community Mental Health Service Manager



Team Lead



Care Coordinators/ Senior Social Workers/ Social Workers/Occupational Therapists/AMPH's



STR/Support Workers

### **Main Accountabilities of the post**

1	<p>The post holder will hold a mental health caseload of varied complexity, providing care and services for people to assist them in their recovery.</p> <p>To carry out care coordination tasks (under CPA) and develop therapeutic relationships as appropriate and facilitate engagement with the service</p> <p>To produce care plans and ensure their effective implementation</p>
2	To identify the aims and objectives of proposed interventions and to plan and implement skilled, evidence based interventions, in conjunction with the service users and to evaluate the effectiveness of interventions
3	To carry out SDA and S117 Assessments to assess social care needs as required and develop self- directed support packages for service users.
4.	To competently assess needs and risk, implementing robust care plans and risk management plans. To ensure care plans and risk assessments are documented fully.
5	To identify safeguarding adult and children concerns and implement safeguarding policies and processes
6	To maintain high standards of quality in clinical recording, ensuring information is recorded accurately, appropriately and kept up to date.
7	To take part in clinical and management supervision in accordance with the Supervision Policy
8	To comply with all service requirements in terms of lone working in the community
8	To comply with all requests to provide data and information for the service
10	To work effectively and jointly with other services and agencies including Substance Misuse Services, Children's Services, Common Point of Entry, Crisis/HTT Services and Inpatient Services and the Recovery College as required

### **Additional Corporate Responsibilities**

1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

3	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.	
4	<b>Special Factors</b> Ability and willingness to work flexibly when required Ability to remain calm and make decisions in stressful/pressurized situations Ability to deal sensitively with service users, carers and relatives with high levels of stress, anxiety and anger Car driver/owner essential to the post	
<b>Scope</b>		
<b>Resources</b>	BHFT Laptop WBC Laptop Mobile Phone Lone Working Device	.
<b>DBS Check required</b>	Yes	

## **Values Profile**

### **One Team**

- Demonstrates individual accountability and collective responsibility
- Always acts in the best interests of the Council and the communities the Council serves
- Takes a Council-wide and community view in decision making and activity
- Ensures that own service / team delivers the necessary support to achieve collective Council-wide priorities
- Actively engages with debate, discussion and decision making, demonstrating 'high challenge, high support' behaviour
- Demonstrates support and challenge to members, colleagues and partners

### **Value & Pride**

- Shows pride to work for the Council, to improve outcomes for the Borough and its residents
- Upholds the principles of continuous improvement, questions existing practice and looks for ways to improve service delivery
- Is focussed on outcomes rather than inputs
- Upholds our commissioning principles that make the quality, outcomes and costs of service more important than who provides it
- Encourages others, and is encouraged, to take the initiative and innovate
- Understands we are a learning organisation, so that we all learn from mistakes as we seek to innovate to deliver better outcomes, but we aspire to never making the same mistake
- Embraces training and professional development as means of improving skills and knowledge and developing self

### **Trust & Respect**

- Can describe, the single, shared Vision for the organisation and how what we individually do contributes to realising that Vision
- Acts at all times with honesty and with integrity and works collaboratively
- Recognises and celebrates the impact of diversity on the organisation, its customers and its workforce
- Upholds the Council's Code of Conduct
- Shows respect for the sound professional advice of colleagues who have expertise, knowledge and experience: we maximise the value and impact of the expertise we share
- Develops and encourages effective and open communication with staff, Councillors, the community and our customers, where respectful challenge is encouraged and helps us to learn and to improve
- Demonstrates respect and courtesy towards customers, colleagues, Councillors, and members of the community with any response and decisions centred on the issues at hand and not on individuals at a personal level
- Ensures decisions are clear, based on evidence, and Fair Process
- Recognises the valuable part that everyone in the organisation has to play in delivering the excellence to which we aspire.

### **Customer Service Excellence**

- Demonstrates at all times clear focus on improving services and outcomes for customers and communities
- Expects high levels of customer satisfaction
- Involves and engages customers and communities in developing, shaping and feeding back on services: engagement is early and often
- Expects services to be responsive to customer and community need, and focuses our targeted services on those in greatest need
- Takes ownership of community issues and seeks to solve them

- Acts as an advocate for customers, communities and users of services when needed

### **Leadership & Management**

- Actively assesses, manages and reports risks
- Uses own knowledge, experience and expertise to contribute to the training and development of the wider organisation
- Promotes & builds the Council's reputation as a first class employer & service provider
- Proactively seeks feedback on own performance and how impacts on others

### **Finance & Value for Money**

- Understands that Value for Money is delivering activities and programmes that are of most value to those the Council is ultimately accountable to
- Able to communicate clearly & confidently regarding results in relation to costs & the justification for a chosen option

### **Political Engagement**

- Drives open and active communication with Members, as appropriate to role
- Values and supports the work of elected members, and makes self available to meet, discuss, problem-solve with members
- Maintains a relationship of trust and respect with members
- Engages proactively in communicating with members on key issues
- Supports and enhances the skill and knowledge of elected members in the stewardship of their portfolios

### **Personal & Professional Development**

- Takes responsibility for own development and learning
- Understands the whole Council and how services work and are delivered to meet priorities
- Explores service delivery outside of the Borough to challenge and develop thinking and planning
- Accepts and uses coaching and mentoring when helpful
- Demonstrates awareness of own behaviours and their impact on others
- Offers own skills and expertise, beyond service specialism, to enhance the work of the wider organisation

### **Person Specification**

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Recognised professional Qualification and current registered in social work or Occupational Therapy.	√	
<b>Technical Skills.</b>	<b>Essential</b>	<b>Desirable</b>
Excellent IT skills	√	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Detailed knowledge of CPA , Self directed support and risk management processes	√	
Knowledge of Adult and Children Safeguarding Processes and procedures.	√	
Knowledge of range of models of evidence based practice and treatment and implications of mental disorder, including the contribution of social, physical and developmental factors in working with individuals and families	√	
Knowledge of current Health and Social Care agendas in mental health services	√	
Knowledge and understanding of self-directed support and recovery .	√	
Knowledge of CQC standards and processes		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Post qualifying experience in mental health work with service users and their families, ideally in a community setting.	√	
Knowledge of legislation, statutory guidance relating to mental health and good practice ( including NICE	√	

guidelines, Mental Health Act, Mental Capacity Act, Safeguarding Adults and Children policies and procedures		
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