

**Job Description**

**Social Services Directorate
Adult Services**

Post Title	Social Worker – Mental Health		
Post Number	BG02912	Grade	8
Base	Cwm Coch, Ysbytyr' Aneurin Bevan	Hours of Work	37 hours
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Alison Minett	Updated	January 2015

Principal Job Purpose

To undertake an assessment and care management role in relation to vulnerable adults. The main function of the Mental Health Social Worker is to provide assessment, treatment, rehabilitation and after-care to mentally disordered individuals.

The Blaenau Gwent multi-disciplinary team approach allows for the skills of a variety of professionals to be utilised in a flexible and co-ordinated way. The social workers contribution is to be an integral component of this.

Responsible to: Team Manager.

Responsible for: Assessment and care management service for vulnerable adults in the community and to contribute towards the multi-disciplinary approach at all stages of the patient's involvement with the Community Mental Health Team.

Principal Accountabilities:

1. To undertake the assessment and care management process with vulnerable adults, including identification of risks, in accordance with current policies and procedures of the authority.
2. To promote service user outcomes and support them to live independently in their communities.
3. To effectively manage caseload.

4. To empower service users to achieve their potential for independence and where appropriate their choices to be met.
5. To develop effective risk management plans
6. To ensure implementation of individual service user and /carer outcomes and monitor the progress in achieving these outcomes and goals.
7. To co-ordinate reviews and services ensuring full participation of service users, carers and families and other relevant professionals.
8. To undertake assessments under the South East Wales Protection of Vulnerable Adults procedures.
9. To maintain accurate records of own professional involvement with service users, carers and families in line with the requirements of the Directorate.
10. Work alongside colleagues from statutory and voluntary agencies, through multi-disciplinary assessments and meetings.
11. To act as an advocate on behalf of service users, carers and families with other professionals.
12. To promote awareness among carers of their entitlement to assessments and where required to undertake those assessments.
13. To undertake supervision support and development of unqualified members of the team.
14. To maintain training portfolio and comply with registration requirements of the Care Council for Wales.
15. Comply with all Departmental and Authority policies e.g. Health and Safety.
16. To undertake any additional duties appropriate to the role of social worker as required by the Director of Social Services.
17. Preparing social circumstances reports.
18. Contributing towards the multi-disciplinary approach in clinical meetings, case conferences and clinical discussion.
19. Devising, setting up and reviewing social care plans as part of CTP Reviews in conjunction with the multi-disciplinary team.
20. Undertaking designated liaison and representative roles on behalf of the Community Mental Health Team.
21. Providing reports as necessary for Mental Health Review Tribunals and Hospital Managers.

22. Acting in the capacity of Approved Mental Health Professional if so authorised.
23. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
24. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.

1. Qualifications & experience

Assessment Method

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Diploma / Degree in Social Work.	E	Y			
Must be registered with the Care Council for Wales	E	Y			
Educated to a Masters level in a relevant health and social care field	D	Y			
Approved Mental Health Professional	D	Y			
Previous experience working in Health and / or Social Care settings.	E	Y			
Previous experience of providing training / briefing sessions to staff / colleagues	D	Y			
Knowledge/Skills					
Knowledge and understanding of Complex Care management including Continuing Health Care	E	Y			
Understanding of adult service user / carer needs	E	Y			
Experience of multi disciplinary working across health and social care partners	E	Y			
Must be able to demonstrate a thorough working knowledge of the statutory framework for Adult Services, NHS & Community Care Act; Mental Health Act/Mental Health measure, Social Services & Wellbeing Act, Mental Capacity Act and Human Rights Act.	E	Y	Y		
Must be able to demonstrate an understanding of and commitment to promoting citizen directed support; strength based assessments and ability to enable individuals to achieve person centred outcomes.	E	Y	Y		
2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Clear verbal and written communication skills	E	Y			
Strong interpersonal skills	E	Y			
Excellent recording skills including the use of ICT within the work place (i.e. Microsoft Office, DRAIG / SWIFT, Outlook etc)	E	Y			
Ability to work under pressure, including the ability to meet tight deadlines	E		Y		
Able to work independently and on own initiative	E	Y			
Undertaken supervision of unqualified staff	D	Y			
Demonstrate anti-discrimatory practice in work, including commitment to achieving positive outcomes for service users and carers	E		Y		
Be willing to continue professional development	E				Y
Support and develop other members of the team	D				Y
Current driving licence and access to a vehicle for work purposes	E	Y			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓