

**SENIOR PRACTITIONER  
ADULT MENTAL HEALTH**

# Job Description

**Department:** Adult Mental Health

**Division/Section:** CPFT (S.75)

**Job Title:** Senior Practitioner – Adult Mental Health

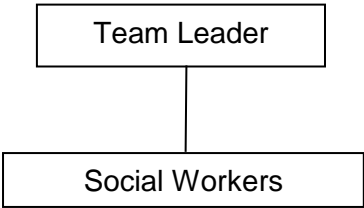
**Post No:** PC636

**Grade:** Grade 13

**Reports to:** Team Lead, Social Work/Care

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?

Regulated  Controlled  Neither

CRB Check applicable?

Standard  Enhanced  None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes  No

Line Management responsibility for:

No. of direct reports: 10

No. of indirect reports: 5

Size of budget: £0

Job Purpose:

- To supervise up to 10 social workers, provide AMHP supervision, support the Reablement service, demonstrate best social work practice within governance and standards and carry a caseload of complex cases.
- To ensure that staff properly assess the needs of vulnerable adults in co-production with them and their carers, and accurately establish if the user or carer meet the eligibility criteria for funded services from Peterborough Adult Social Care.

- To ensure that staff work with service users to put in place a Direct Payment or personal budget, co-produce a person centred support plan, and to monitor and review the individual's ongoing needs and the appropriateness of the service(s) provided to meet identified outcomes.
- To ensure that all Quality Assurance systems are maintained, that staff are supervised to the standards required, performance issues are promptly identified, addressed and escalated as appropriate to the next level of management.

### **Main Duties and Responsibilities:**

1. To be a resource to the Team in managing the most complex and volatile cases by:
  - Assuming responsibility for case management;
  - Mentoring team colleagues;
  - Co-working with team colleagues;
  - Contributing to case planning.
2. To provide supervision for qualified social workers, AMHP's and be on the Duty AMHP Manager rota.
3. To undertake caseload management duties as required.
4. Undertake timely and holistic Care Act / BIA / MHA assessments for individuals and their carers in order to identify their areas of need and their eligibility for services provided by the Authority.
5. Formulate care and support plans for individuals who meet the Authority's eligibility criteria that best fit the combination of identified outcomes, assessed need, the individual's and/or carer's wishes and the most effective application of resources available.
6. Implement agreed support and care plans and monitor and review the confirmed fit between the individual's and/or carer's needs and the services provided.
7. Contribute when appropriate to ensure that the quality of work undertaken by team members concurs with legislative and the authority's procedural requirements to promote and implement national and local strategies.
8. Advise individuals and/or carers of services available through other organisations that may be of assistance to them and, where appropriate, assist the individual and/or carer in applying for such services.
9. Maintain accurate and up to date records in accordance with the Local Authority and CPFT policies and procedures on the appropriate organisations databases.
10. Take responsibility for one's own continuing professional development.
11. Contribute to the continuing development of services provided by the Team/Department.
12. Develop effective partnership working with colleagues in related teams/agencies both in terms of providing effective responses to individual's needs and the wider development of services.
13. Ensure that the designated team members receive appropriate supervision, designated in accordance with the Authority's policies and operational instructions as requested by the Team Manager.
14. Assist the Social Work Manager and Head of Social Work in developing, implementing, operating and reviewing quality assurance systems to ensure that the team's responsibilities are discharged consistently and equitably to the required standards.
15. To work collaboratively with the Social Work Manager to ensure the operational integrity of the Mental Health Service (Adults and Older People).

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE: 09/09/2021**

**COMPLETED BY: K.Reeve**

## Person Specification

**JOB TITLE:** SENIOR PRACTITIONER      **POST NO:** PC636  
**GRADE:** PCC: Grade 13      **DEPARTMENT:** MENTAL HEALTH  
**HOURS** 37  
**DIVISION:** CPFT (S75)      **DIRECTOR:** Debbie McQuade  
**DATE:** 09/09/2021      **COMPLETED BY:** K.Reeve

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE / UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of Adult Social Care Law and policy.</li> <li>• Comprehensive knowledge of Care Act.</li> <li>• Comprehensive knowledge of Mental Health Act.</li> <li>• Comprehensive knowledge of Mental Capacity Act.</li> <li>• Comprehensive Knowledge of Discrimination legislation and Human Rights Act.</li> <li>• Comprehensive knowledge of social work practice and methodologies.</li> <li>• Full understanding of Adult Safeguarding and the ability to lead practice.</li> <li>• Expert knowledge of the Mental Health Act and Mental Capacity Act legislation and other relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of S75 Agreements.</li> <li>• Understanding of Local Authority and NHS Commissioning systems.</li> </ul>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent Social Work theory and application into practice.</li> <li>• Excellent communication skills.</li> <li>• Strong report writing skills.</li> <li>• Able to work positively with partners to deliver effective services across organisational boundaries.</li> <li>• Leadership skills with the ability to influence, negotiate and drive social care agendas.</li> <li>• Well developed people management skills with the ability to motivate and innovate social work staff.</li> <li>• Investigation skills to investigate complaints, social care practice concerns, disciplinary matters.</li> <li>• Confident use of email, word, excel (core office systems).</li> <li>• Able to demonstrate commitment to high quality care and service provision.</li> <li>• Ability to form positive working relationships with other agencies, charities and providers.</li> </ul>	

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years post qualified and of which 3 years has been spent in a Mental Health Social Work service.</li> <li>• Experience of commissioning care packages.</li> <li>• Experience of delivering savings for Adult Social Care.</li> <li>• Proven track record in delivering improved outcomes for service users.</li> <li>• Substantial experience in integrated services and in Adult Social Care and mental health services.</li> <li>• Experience of working as an AMHP/BIA and of managing an AMHP service.</li> <li>• Successful partnership working.</li> </ul>	<ul style="list-style-type: none"> <li>• Management and delivery of projects.</li> </ul>
<b>EDUCATION / QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Professional Social work Qualification – Degree in Social Work.</li> <li>• Approved Mental Health Professional qualified and/or</li> <li>• Best Interests Assessor qualified</li> <li>• HCPC registered.</li> <li>• Evidence of Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• Management Qualification.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care (A &amp; I)</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding and commitment to equal opportunities.</li> <li>• Understanding of recovery focused practice and the role of social care in recovery orientated services.</li> <li>• Demonstrate understanding of the principles of personalisation and the application to mental health practice.</li> </ul>	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*