

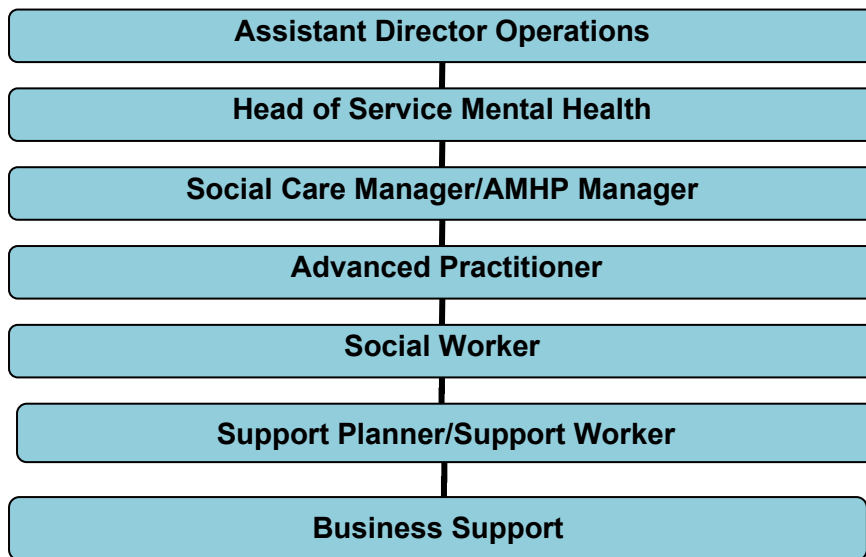
BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	Adult Social Care
SECTION:	Mental Health Services
LOCATION:	Across the Service
JOB TITLE:	Advanced Practitioner
POST NUMBER:	
Grade:	9
Accountable to:	Community Mental Health Team (CMHT) Manager
Accountable for:	Social Workers, Community Psychiatric Nurses, Occupational Therapists, Support Planners, Support Workers and administration staff. Professional supervision and development of Social Workers
Hours of Duty:	37 hours per week in accordance with the needs of the Service
Any Special Conditions of Service:	An enhanced DBS check is necessary for this position. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. The post holder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.

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

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

- To act as a lead practitioner for social care, utilising advanced knowledge and skills working within the Mental Health Act and Mental Capacity Act frameworks within the integrated team.
- To provide leadership and professional supervision to social workers, support workers and support planners, with support from the Social Care and AMHP Manager and Head of Service.
- To support and promote the development and maintenance of high standards of professional integrated practice both within the Team and Service.
- To provide support with social care professional standards and social care policies and procedures to the health appointed Managers within integrated pathways teams in the CMHT.
- To undertake direct work with adults with mental health needs, their families and carers with eligible social care needs and/or open to CMHT.
- To undertake complex care co-ordination, that requires advanced practice skills.
- To evidence competency in undertaking and leading on specialist assessments across the service when an independent assessment is advised.
- To act as a Safeguarding Adults Manager for safeguarding investigations
- To promote a recovery based approach to supporting service users with mental health needs.
- To implement a personalised approach to commissioning social care services for people with mental health needs.
- To act as champion for personalisation across all community mental health teams.
- To undertake audits of practice to inform training and development
- To supporting and mentor staff on various programmes such as ASYE, practice placements and AMHP practice placements.
- To undertake supervision of staff in line with Departmental requirements and to complete Personal Development Reviews (PDR's) ensuring that SMART objectives are in place

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

Social work staff as micro commissioners of services on behalf of individuals must be mindful of the responsibility to minimise the use of resources consistent with meeting individual needs. They must seek

appropriation authorisation to commit resources in accordance with local protocol and management direction. The lead social care practitioner needs to ensure that they and the staff they manage within the CMHT follow this process.

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, Social Work England Standards of Practice and Professional Capabilities Framework and CPD requirements.

Relationships (Internal and External)

Colleagues across the Council, statutory partner agencies, voluntary sector, service users, carers and local community groups / organisations, colleagues across PCFT.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the Social Work England Standards of Practice.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

Quality of Practice

1. To act as a senior member of the multi- disciplinary team and to assist and deputise for the CMHT Managers Team in operational procedure, which includes decision making and direction of referrals,

mental health assessments, risk assessments/risk management plans, case reviews and support plans within a legal framework and joint policies and procedures.

2. To participate in the AMHP rota and BIA rota (when qualified) as required, as a regular feature of your work.
3. To support the Social Care and AMHP Manager to deliver the Council's statutory duty to provide an AMHP service (when qualified)
4. To undertake direct work with adults with mental health needs and their families and carers, with eligible social care needs, including complex care co-ordination (case management) which requires advanced practice skills.
5. To act as Responsible Safeguarding Manager in safeguarding enquiries.
6. To provide leadership to the integrated team, ensuring occupational professional standards guide practice by focusing on professional supervision to social workers, support workers and support planners as agreed with the Manager.
7. To take responsibility for the development of specific areas of professional social work practice, including the initiation and development of appropriate policies and procedures for approval by the Head of Service.
8. To support and promote the development and maintaining of high standards of professional practice both within the team and service.
9. To provide mentoring, guidance and support to Social Workers and liaise with other Advanced Practitioners/teams to ensure that such mentoring and support is delivered in the most effective manner.
10. To support and promote the use of best practice guidance, through performance management and quality assurance processes and initiatives.
11. To support health and social care staff to apply RBC's personalised approach to assessing social care needs, developing support plans and using personalised budgets to purchase care services and acting as a personalisation champion for Adult Care.
12. To ensure health and social care records are kept up to date in accordance with statutory requirements, RBC and Pennine Care Foundation Trust policies and procedures.
13. To observe the legal requirements of the current Mental Health Act and Mental Capacity Act.
14. To ensure high standards of report writing are submitted by health and social care staff as required by Mental Health Review Tribunals and hospital managers and to attend and present, or support health and social care staff to present, as required within prescribed deadlines.
15. To investigate and respond to complaints from service users, carers and elected members in a professional manner and act as a complaints investigating officer as required.
16. To liaise with the Social Care and AMHP Manager to discuss professional practice in complex cases and to carry out group/peer supervision with CMHT social workers for complex cases.

Communication and Engagement

17. To promote good standards of customer care ensuring the views of the service user and carer(s) inform assessment and support plans.
18. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Adult Social Care and Pennine Care Performance Framework, ensuring that these are sensitive to minority and disadvantaged groups.
19. To participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Adults Social Care Quality Audit processes and Pennine Care policies and procedures, as agreed for Mental Health Services, to ensure the highest possible standard of social work and other safeguarding practice.

Organisational and Personal Development

20. To undertake supervision of staff in line with Departmental requirements and to complete Personal Talent Conversations ensuring that objectives are in place.
21. To provide evidence of CPD that meets the requirements of Social Work England the PCF at Advanced Practitioner level and (when qualified) meet the approval requirements for AMHP.
22. To support the induction of new members of staff and Social Work students that respond to the nine domains and required competencies of the Professional Capabilities Framework (PCF).

23. To contribute to both the delivery and design of the Adult Social Care Workforce Development Strategy as well as corporate, in-service and multi-agency training programmes.
24. To provide expert mentoring, guidance and support to social workers (including those on the ASYE programme) and to liaise with other Advanced Practitioners and Mental Health leads (SW) to ensure that such mentoring and support is provided in the most effective way.
25. To draw up and implement plans for self and team members/managers under the direction of Mental Health Managers to ensure team business plan targets are met.
26. To disseminate information to team members and ensure they keep themselves up to date with national and local policy and legislative developments and research on best professional practice.
27. To participate in learning, training and development opportunities relevant to the post.
28. To be responsible for the promotion of own and the team's professional development in accordance with requirements for current and continued registration with Social Work England.
29. To undertake training to ensure professional competency as required by the service.
30. To provide evidence of CPD that meets the requirements of Social Work England and the PCF at Advanced Practitioner Level.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator.
- 2 To adhere to all RBC and Pennine Care policies and procedures relevant to the integrated mental health services.
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

APPENDIX A



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PCFDomainsNOV.pdf



PC Strategic Level.docx

Job Description reviewed by Caroline Mercer-Smith Date Dec 2023

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

Rochdale Borough Council Person Specification
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Service :	Adult Social Care	Post:	Advanced Practitioner
Section :	Mental Health	Post Number	
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you hold an AMHP qualification and have current approval to act as an AMHP or willingness to train?	D	AF
2 Do you have a professional Social Work Qualification and are registered with Social Work England and have evidence of CPD?	E	AF/I
3 Do you have substantial post qualification experience of working with adults with severe mental health needs?	E	AF/I
4 Do you hold a Practice Educator stage 1 and/or stage 2 qualification	D	AF
5 Do you hold a Best Interest Assessor Qualification or willing to train?	D	AF
(a) Special Working Conditions		
1 Hours may be required to be worked over 7 days, as per the needs of the service.	E	AF I
(b) Qualification and Experience		
1 Please give details of your in-depth knowledge of social work with adults with mental health needs and carers and the legislative framework.	E	AF I A
2 Please give details of your experience of undertaking direct work with adults with mental health needs and carers.	E	AF I
3 Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments including under the Mental Health Act 1983/2007.	E	AF I
4 Please provide evidence of substantial post-qualifying CPD.	E	AF I
5 Please give details of your knowledge and experience of social work supervision and how this can be complemented by mentoring and coaching to professional colleagues in accordance with the Social Work England Standards of Practice and the College of Social Work, Professional Capabilities Framework at the appropriate level	E	AF I A

6	Please give examples of how you have assessed and analysed complex cases	E	AF I A
(c) Skills and Knowledge			
1	Please give details of your wide knowledge of outcome focussed practice, person centred community approaches (strengths based practice)	E	AF I A
2	Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures.	E	AF I A
3	Please give details of your understanding of the Adult Social Care Outcomes Framework and performance measures.	E	AF I A
4	Please give details of how you are able to make recommendations for action in relation to complex situations including those where there may be significant risks	E	AF I A
5	Please give details of your good communication skills with adults with mental health needs and carers and a wide range of partners and stakeholders, both verbally and in writing	E	AF I A
6	Please give details of your ability to negotiate with service users and partners.	E	AF I A
7	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	AF I A
8	<p>Please give details in your ability to use initiative and be proactive in:</p> <p>assessing, analysing and making professional judgements in order to deliver positive outcomes for adults with mental health needs and carers minimising risk</p> <p>identifying situations which may pose a safeguarding risk , provoke media interest or where the reputation of the Council is at stake and to make sure that the appropriate Manager is informed and kept up to date with developments;</p> <p>Making decisions relating to the management of staff and resources, including prioritising and allocating work, monitoring progress against standards and informed by legislation, guidance, policies and procedures.</p>	E	AF I A
9	Please give details on your ability and commitment to work in accordance with the Social Work England Standards of Practice and the College of Social Work, Professional Capabilities Framework at the appropriate level.	E	AF I

(d) Behaviours and Values		
<p>Approach the job at all times using the values and behaviours set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pioneering & Open in our approach <input type="checkbox"/> Proud of the difference we make <input type="checkbox"/> Passionate about the diversity of the people we serve <p>Please confirm you are willing to adhere to these values and behaviours.</p>		