



## Mental Health Commissioning and Review Officer

Service	Reporting to	Location	Grade
Adult Social Care and Health Partnerships	Joe Hayes (Team Manager)	Ramsgate House, Lower Broughton, Salford, M7 2YL	3C-4B

### About the role

- To provide a person centred, statutory social work service for the most vulnerable adults and their carers in accordance with local and national policies and procedures.
- To adopt a person centred and strengths-based approach to meet the individual needs of people with lived experience using the Mental Health Social Work Service.
- To undertake allocated reviews of care packages including placements located within Salford and out of area.
- To ensure care and support plans for packages of care are person centred, strengths based, recovery and outcome focussed, meet assessed needs and demonstrate best value for money.
- To implement required changes to care packages subject to review/re-assessment including commissioning enhancements to care packages or new placements as required.
- To complete associated work where this is required to ensure assessed needs and outcomes are met (e.g. applications for appointeeship etc).
- To undertake new assessments and commissioning work for individuals not currently in receipt of a care package as directed by the Team Manager where there is workload capacity for this.
- To support effective patient flow by prioritising commissioning and review work for in-patients within acute care.
- To develop knowledge of community led support, building relationships with service providers and voluntary groups to ensure there is support available for people to access and/or purchase to meet their desired outcomes.
- To contribute to the implementation of personalisation and promotion of Direct payments across mental health services.
- To support individuals to identify and utilise their informal network of support.
- To undertake assessments in accordance with the Care Act (2014), s.117 MHA aftercare and the Mental Capacity Act (2005) as required.
- To undertake Court of Protection work and provide witness statements where required.
- To recognize and value other disciplines and specialist perspectives and work positively with others, contributing to teamwork and collaborative support.
- To participate in and contribute to multi-disciplinary reviews, team meetings; any other relevant forums and meetings.
- To take a key role in assisting the Team Manager with respect to the delivery of social care commissioning and reviews of care packages.
- To have oversight of social care commissioning and review work in the Mental Health Social Work Team.
- To have knowledge and oversight of Supported accommodation and Residential and Nursing placements, to promote positive movement through the service is facilitated wherever appropriate.
- To ensure that recording systems accurately reflect activity on commissioning and reviews, and to contribute to monthly monitoring reports as requested.

- To update and maintain the Mental Health Social Work Service's schedule of reviews and related data.
- To support and advise social workers and other staff within the Mental Health Social Work service in relation to commissioning and review processes. To be an expert resource for staff in relation to commissioning and review processes.
- To contribute to the training and one to one coaching of staff in relation to commissioning and review systems and processes.
- To assist in the training and supervision of students.
- Maintain clear, accurate, legible, and up to date records, documenting how you have arrived at your decisions within specified timescales when required.
- To ensure that agreed actions and outcomes are fully evidenced, to provide a robust audit trail of activity.
- To prepare reports and undertake audits for specific purposes as required.
- To contribute to service development by advising managers of practice and processes requiring improvement, contributing to the development and maintenance of commissioning and review processes and guidance, by disseminating guidance and updates and via membership of development groups (e.g. involving Care Brokerage; Procurement; Penderells Trust).
- Develop and maintain effective working relationships with Salford City Council, Adult Social Care at Salford Care Organisation, other partner agencies, accommodation providers and the voluntary sector to ensure improved Service User pathways and service provision.
- To alert relevant agencies in areas where concerns are raised, for example raising child and adult safeguarding concerns and alerting the Care Quality Commission.
- To take a key role working with partners to safeguard adults through the effective management of risk and the recording and sharing of information.
- To be willing to undertake AMHP training or if qualified to act as an AMHP on the duty rota in Salford.



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## Key outcomes

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- To play an effective role within Adult Social Care, representing a social work perspective at multi-agency meetings.
- To recognize and value other disciplines and specialist perspectives and work positively with others, contributing to teamwork and collaborative support.
- Maintain an awareness of changing policy, political and professional contexts at local and national level and take account of these in the workplace.
- Explore, identify, and communicate to leaders how organisational practice can improve to support better social work practice and outcomes.

## What we need from you

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- To demonstrate the Salford City values and the Spirit of Salford.
- To carry out your duties with full regard to all policies and procedures.
- To work flexibly in the interest of the service. This may include undertaking other duties providing that these are appropriate to the employee's background, skills, and abilities.
- To carry out all duties with regard for confidentiality and data protection regulations.
- To work flexibly and outside of normal working times to meet the requirements of the post as required
- To be responsible for your own health and safety and that of individuals and / or carers by adhering to policies and procedures
- To contribute to and participate in the general development of the team in which you are located.
- To participate in regular formal supervision and shared appraisal of work performance. This will incorporate professional social work supervision and, where relevant, AMHP supervision.
- To undertake training courses that contribute to your professional development and meet the needs of the organisation such as, Practice Educator, AMHP and Best Interest Assessor training.
- To contribute to the learning of others by providing support to other staff members within the team. This may involve the training and supervision of students.
- To undertake continuous professional development as required to maintain your Social Work England registration and approval as an AMHP if qualified.
- To ensure your practice remains current by monitoring national updates and ensuring compliance with mandatory training.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews



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to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### **Online learning**

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### **Professional Development**

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.



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## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.



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## Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:



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