

Job Description and Person Specification Profile

Job Title: Section 117 Mental Health Act Social Worker

Job ID : SW02-P

Service: Adult Social Care Mental Health

Grade: /H+

Reporting to: ASC MH Team Leader

The Role

Main Duties and Responsibilities include:

***Conduct Comprehensive Reviews / Care Act reviews**

Undertake full reviews of individuals with mental health needs who are subject to Section 117 of the Mental Health Act and eligible for social care support. This includes those receiving care in community settings, residential or nursing homes, or supported living arrangements.

Ensure Timely and Ongoing Care Management

Ensure that people who use the service and are eligible under Section 117 receive timely care management reviews. Maintain their open status with Mental Health or Adult Social Care Services in Tameside to support continuity of care.

***Review and Discharge from Section 117**

Identify individuals who are no longer eligible for Section 117 aftercare and ensure their discharge is managed in accordance with legal requirements. Facilitate appropriate arrangements to formally end Section 117 status and form close networking arrangements with the ICB.

***Maintain Accurate Records**

Ensure all documentation and related commissioned social care packages for individuals under Section 117 is accurately recorded and uploaded to the electronic LAS system.

***Support Timely Hospital Discharges**

Work collaboratively to ensure individuals eligible for Section 117 are discharged from hospital promptly, with appropriate aftercare arrangements in place.

***Develop Person-Centred Support Plans**

Co-produce support plans with individuals, their families, support networks and other professionals to identify and achieve agreed wellbeing outcomes. This includes upholding safeguarding responsibilities to protect individuals from neglect or abuse.

***Promote Independence and Community Integration**

Support individuals transitioning back into the community by exploring flexible, creative, and strengths-based support options. Encourage the use of community resources to reduce reliance on formal adult care services.

***Review Eligibility and Reassess Needs**

Conduct regular reviews of Section 117 eligibility and reassess support as needed. Where needs have changed, initiate the calculation of indicative personal budgets in line with the Care Act 2014.

***Support Multi-Disciplinary Working**

Participate in Multi-Disciplinary Team (MDT) meetings to support statutory Section 117 processes. Maintain up-to-date knowledge of local authority and ICB funding agreements, protocols, and relevant legislation.

***Provide Expert Advice**

Act as a point of contact for other Teams, offering guidance on care placements, funding arrangements, and Section 117 responsibilities.

***Maintain Accurate Commissioning Records**

Collaborate with the Local Authority, ICB, and Pennine Care NHS Foundation Trust to maintain an up-to-date record of individuals receiving Section 117 aftercare and the services provided.

***Contribute to Policy Development**

Support the development and implementation of integrated Section 117 policies, agreements, and guidance.

***Facilitate Direct Payments**

Where appropriate, make arrangements for direct payments under Section 117, ensuring individuals and their support networks are involved in reassessing needs and reviewing support plans.

***Champion the Care Act and Person-Centred Practice**

Embed the principles of the Care Act 2014, including strengths-based and person-centred approaches, to promote personalised, outcome-focused services.

***Work in collaboration with people who use the services and carers,**

Ensure that the individual and carers are supported and involved in line with the requirements of the Care Act 2014. To ensure Carers Assessments are offered where appropriate working closely with the mental health wellbeing advisors and social workers as well as our partners in Pennine care mental health services.

***Foster Strong Partnerships**

Establish and maintain effective communication and working relationships with Tameside Borough Council and Integrated Mental Health Services to ensure cohesive and coordinated care. To attend the Local Authority's and CCGs funding panel with presentation and updates of client's in S117 funded placements. To attend other meetings that are relevant to the role.

Secondary Responsibilities

1. Engage in Team Collaboration

Actively participate in regular staff meetings and other relevant forums to contribute to team development, share insights, and stay informed of service updates and best practices.

2. Commit to Continuous Learning

Take part in training and development opportunities as required, to enhance knowledge, skills, and professional growth in line with service needs and personal development goals.

3. Participate in Supervision and Development Reviews

Engage in planned supervision sessions and annual personal development reviews to reflect on practice, celebrate achievements, and identify areas for growth and support.

4. **Foster Multi-Agency Collaboration**
Liaise effectively with colleagues across the service and with external partners, agencies, and representatives, ensuring a coordinated approach to delivering high-quality, person-centred support.
5. **Support Organisational Learning**
Contribute to the Council's in-service training programmes, sharing learning and experiences to support a culture of continuous improvement and excellence in care.
6. **Undertake Additional Duties as Required**
Carry out other duties and responsibilities of a similar nature, as may be reasonably assigned by the Head of Service (or their nominated representative), in consultation with you and, if desired, your Trade Union representative.

About You			
Your essential qualifications			
Attribute	Essential	Desirable	Method of Assessment
Qualifications	Social worker qualification to degree level. ASYE completed Willingness to undertake further training relevant to the practitioner role resulting from legislative or service changes, as appropriate.	Best Interest Assessor Practice Educator AMHP	<ul style="list-style-type: none"> SWE Registration Application Interview
Knowledge	Extensive knowledge of Mental Health and Social Care Legislation and related Codes of practice. Care Act 2014 Mental Health Act Mental Capacity Act And related statutory frameworks	Safeguarding adults and children training. Knowledge of the complexities of working with Children transitioning to adult services	<ul style="list-style-type: none"> Application References Interview
Experience	Post qualifying experience of working in a relevant area of mental	Experience of working with adult mental	<ul style="list-style-type: none"> Application References

	<p>health and adult social care practice.</p> <p>Experience of effective discharge planning from hospitals</p>	<p>health service users in a community setting.</p> <p>Good understanding of ICB and LA funding processes.</p> <p>Experience of working into specialist care placements.</p> <p>Experience of Working with Learning Disability.</p> <p>Experience of clinical Supervision</p> <p>Experience of providing reports for Court</p>	<ul style="list-style-type: none"> • Interview
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Ability to undertake the S117 Review Officer role. • Effective risk assessment skills • The ability effectively assessment mental health and social care needs. • Ability to manage unpredictable and changing clinical situations. • Ability to supervise and support junior colleagues in meeting and the needs of people on their caseload. • Ability and confidence to provide professional expertise to other professionals • Excellent written & verbal communication skills • Ability to communicate informally and develop supportive relationships with people who use the services, carers and other professionals • Ability to communicate formally in meetings and courts and in other contexts • Ability to prepare records and complete relevant documents and reports to a professional standard. • Ability to work effectively as part of a multi-disciplinary team • Ability to demonstrate effective time management and disciplined self-organisation 	<p>Experience of reviewing people within a ICB /LA Funded placement or receiving funded support.</p>	<ul style="list-style-type: none"> • Application • References • Interview

	<ul style="list-style-type: none"> • Ability to value diversity and respond constructively to discriminatory behaviour • Computer literacy • In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 		
<p>Work Related Circumstances</p>	<p>Current driving licence or supported driver with use of vehicle.</p> <p>Enhanced DBS check</p> <p>Willingness to travel out of borough.</p>		

If you have the following experience or qualifications – then that’s great!

- Completed COPdol, 21a and other court applications
- Delivered training to peers

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

