



## Job Description

Position:	<b>Social Worker</b>
Salary:	<b>£31,601 plus weekend enhancements</b>
Annual Leave:	<b>28 days plus bank holidays</b>
Hours:	<b>37 hours per week – Contract until the end of April 2019 (Maternity Cover)</b>
Reporting To:	<b>Team Manager, Manchester Engagement Team</b>
Employing Organisation:	<b>Manchester Mind</b>

### Summary of Main Duties and Responsibilities

The post holder will act as a care coordinator as required in line with the Trust's Care Programme Approach (CPA) policies and procedures to service users with serious mental health conditions who have been referred to the team. They will also deliver interventions and negotiate care plans with service users, families/carers and other professionals, and ensure that quality and timely care is delivered at all times. The overall aim is to promote the independence and well-being of adults of working age; to assist social inclusion and valued community presence and to enable the widest possible expression of chosen lifestyle.

### Main Duties

- To facilitate the effective delivery of the Care Programme Approach (CPA) and Care Management and engage service users, families and carers with the service.
- To follow policies and protocols with regards to children and family services and share relevant information with other agencies as required by Child Protection procedures.
- The post holder will manage a caseload of service users with often complex mental health issues, taking into account all aspects of risk management.
- The post holder will work effectively as part of a multi-disciplinary team and collaborate with other statutory and non-statutory agencies as required.
- The post holder will promote and provide expertise and guidance to the wider multi-disciplinary team on a range of social work interventions, which acknowledge the social context, human rights and self-determination of the individual
- The post holder will ensure continuity of care irrespective of the setting in which the service users resides – this will include liaising closely with inpatient facilities.
- The post holder will develop effective working relationships with service users and their families/carers to enhance the effects of proposed intervention strategies.
- The post holder will work in accordance with relevant Manchester Mind and Trust policies and procedures at all times.
- The post holder will effectively manage their own time, workload and resources.
- The post holder will ensure that their professional knowledge is up to date with current local and national developments in mental health services.

- The post holder will be responsible for maintaining their own professional registration, ensuring that statutory training is undertaken as directed.
- The post holder will be responsible for their own personal and professional development as identified through supervision.

### **General Responsibilities**

- To maintain as professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions, and team meetings as requested.
- To contribute to the effective and efficient running of Manchester Engagement Team, by awareness and compliance, of policies and procedures, including Health and Safety.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Minds core aims and values, and adhering to equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Team Manager or other senior member of staff.
- This job description may be subject to joint review from time to time between the post holder and Manchester Mind, and as such is liable to amendment.

## Person Specification

\*All essential\*

### Knowledge and Experience

- Professional qualification in Social Work and registered with HCPC.
- Experience of undertaking the care coordination role under the CPA process.
- Evidence of continuing professional development.
- Experience of social work in a mental health setting.
- Experience of and understanding of safeguarding of vulnerable adults.
- Experience of working in the community.
- Experience of multi-disciplinary working.
- Experience of risk assessment and risk management.
- Experience of supporting families and carers.
- Experience of developing and purchasing packages of care.
- Knowledge and application of current best practice of social work in mental health context.
- Up-to-date knowledge of statutory duties and responsibilities particular reference to the MHA 1983.

### Skills and Personal Qualities

- Highly organised with the ability to prioritise workload, make informed decisions and evaluate outcomes.
- Ability to write reports of a high standard including those needed under legal requirements.
- Competent communication and arbitration skills to deal with conflict within sensitive or highly emotive situations
- Willingness to work to Manchester Mind, The Trust and the service's policies and procedures.
- Willingness to work weekends and bank holidays.
- Willingness to participate in supervision.