



## Job Description and Person Specification

Position:	<b>Social Worker</b>
Salary:	<b>£36,915 pa</b>
Location:	<b>North CMHT (Harpurhey)</b>
Hours:	<b>37.5 hours per week</b>
Reporting To:	<b>Team Manager, Community Mental Health Team</b>
Employing Organisation:	<b>Manchester Mind</b>

### Job Description

#### Summary of Main Duties and Responsibilities

Supporting people with their mental health within their own homes and community is the ideal and this post working within an integrated, multi-disciplinary team within a community mental health team will be focussed on this. You will act as a care coordinator and you will also be managed on a day to day basis by the CMHT Manager whilst being employed by Manchester Mind. You will build relationships and deliver interventions and negotiate care plans with people using the service, families/carers and other professionals, and ensure that quality and timely care is delivered at all times.

#### Main Duties

- To facilitate the effective delivery of the Care Programme Approach (CPA) and Care Management in a way that is engaging and involves people's carers, friends and family when appropriate.
- To follow policies and protocols with regards to children and family services and share relevant information with other agencies as required by Safeguarding procedures.
- To manage a complex caseload of people with mental health issues, taking account all aspects of risk management.
- To work effectively as part of a multi-disciplinary team and collaborate with other statutory and non-statutory agencies as required.
- To 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.
- To ensure continuity of care irrespective of the setting in which people reside – this will include liaising closely with inpatient facilities.
- To develop effective working relationships with people and their families/carers to enhance the impact of any work you do with them.
- To work in accordance with relevant Manchester Mind and Trust policies and procedures at all times.
- To effectively manage their own time, workload and resources and if struggling to let someone know.
- To ensure that professional knowledge is up to date with current local and national developments in mental health services.
- To be responsible for maintaining their own professional registration, ensuring that statutory training is undertaken as directed.
- The post holder will contribute to the weekend working rota if appropriate.

## **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 the Community Mental Health Area Team, by awareness and compliance of policies and procedures, including Health and Safety.
- To manage data in response to Trust data protection policies and procedures and GDPR
- 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 unless specified\*

### **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 continued learning and development.
- Experience of working collaboratively to ensure the best outcomes for a person's care and support and able to demonstrate the impact of that approach.
- Experience of and understanding of safeguarding as it relates to children and adults.
- Experience of positively managing risk.
- Knowledge and application of current best practice of social work in mental health context and knowledge of statutory duties and responsibilities.

### **Skills and Personal Qualities**

- Highly organised with the ability to prioritise workload, make informed decisions and evaluate outcomes.
- Ability to write reports that are clear and include all the relevant information needed under legal requirements.
- Ability to build kind relationships with colleagues and the people you are supporting.
- Willingness to work weekends and bank holidays.
- Willingness to participate in supervision and self reflection.