



## Job Description and Person Specification

Position:	<b>Social Worker x 2</b>
Salary:	<b>£35,770</b>
Location:	<b>Central East (1), North (1)</b>
Annual Leave:	<b>28 days plus bank holidays</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

The post holder will work within an integrated, multi-disciplinary team within Greater Manchester Mental Health NHS Foundation Trust. The post holder will act as a care coordinator as required in line with the Trust's Care Programme Approach (CPA) guidance and policies. They 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.

The post holder will aim at all times to promote the independence and well-being of adults with mental health needs; assist social inclusion and valued community presence and enable the widest possible expression of chosen lifestyle.

#### Main Duties

1. To facilitate the effective delivery of the Care Programme Approach (CPA) and Care Management and engage people using the service and their families and carers.
2. 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.
3. The post holder will manage a complex caseload of people with mental health issues, taking into account all aspects of risk management.
4. The post holder will work effectively as part of a multi-disciplinary team and collaborate with other statutory and non-statutory agencies as required.
5. 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.
6. The post holder will ensure continuity of care irrespective of the setting in which people reside – this will include liaising closely with inpatient facilities.
7. The post holder will develop effective working relationships with people and their families/carers to enhance the effects of proposed intervention strategies.
8. The post holder will work in accordance with relevant Manchester Mind and Trust policies and procedures at all times.

9. The post holder will effectively manage their own time, workload and resources.
10. The post holder will ensure that their professional knowledge is up to date with current local and national developments in mental health services.
11. The post holder will be responsible for maintaining their own professional registration, ensuring that statutory training is undertaken as directed.
12. The post holder will be responsible for their own personal and professional development as identified through supervision.
13. The post holder will contribute to the weekend working rota.

### **General Responsibilities**

1. To maintain as professional and confidential approach to work at all times.
2. To actively participate in regular supervision sessions, and team meetings as requested.
3. 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.
4. To manage data in response to Trust data protection policies and procedures and GDPR
5. 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.
6. To work outside of normal office hours if required to do so to meet the needs of the service.
7. To carry out other duties as requested by the Team Manager or other senior member of staff.
8. 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.
- Experience of and understanding of safeguarding of vulnerable adults.
- Experience of positively managing risk assessment.
- 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 of a high standard including those 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.