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| <b>Directorate:</b>    | <b>Adult Social Care and Health</b>                                      |
| <b>Unit/Section:</b>   | <b>Disabled Children, Adults Learning Disability &amp; Mental Health</b> |
| <b>Grade:</b>          | <b>KR9</b>   |
| <b>Responsible to:</b> | <b>Team Leader</b>   |

**Purpose of the Job:**

Manage a Mental Health caseload of various levels of complexity. Work in co-production with a range of statutory and non-statutory partners in primary and secondary care, people who use our service and carers in order to maximise access to community and wellbeing resources in support of person centred recovery planning. This will include person centred assessment, planning, implementation and evaluation of appropriate action, to ensure that resources are utilised effectively to empower people who use our services and to safeguard and promote their welfare. The post-holder should be working at the level of capability set out in the Professional Capability Framework and the Kent Social Care Capability Framework for "Social Worker".

**Main duties and responsibilities:**

- Develop strong links with primary and secondary care statutory partnership organisations, and the voluntary sector in order to offer an integrated response to people and carers which is in line with the Care Act, promotes independence and empowers individuals to develop their own recovery plans, and to prevent the need for ongoing involvement with statutory mental health services.
- Manage a Mental Health caseload to include complex and diverse cases. This will include the assessment, development and review of care and support plans and community care and residential packages, in collaboration with primary and secondary care colleagues, the Kent Enablement and Recovery service, and voluntary sector staff, to effectively meet the social care needs of the people who use our service and their carers. Monitor the use of resources to ensure their effective utilisation in line with service delivery requirements.
- Undertake enquiries into safeguarding and self-neglect concerns following consultation and direction by the locality designated senior officer, ensuring adherence to the requirements of the Care Act and multi-agency safeguarding protocols.
- Provide a range of written and verbal reports to inform multi agency decision making including risk.

- Undertake other duties appropriate to your role. This will include participation in duty and may include supervision of unregistered staff and undertaking the role of social supervisor for people subject to Ministry of Justice restrictions.
- Contribute to and review the development of the Mental Health social work service to achieve a more effective use of resources and to develop joint working practices with a range of other services to ensure a holistic approach to people who use our services and their families/ networks, including those in transition between services.
- Actively participate in, and contribute to supervision and team meetings, to ensure that the service utilises a robust evidence and research base to inform the interventions offered and to ensure that continuous professional development is maintained.
- Ensure information systems and client records are effectively maintained and shared as appropriate in accordance with KCC Adult Social Care & Health policy in order to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Maintain a personal awareness of legislation, policies and procedures, particularly those relating to the Care Act, The Mental Health Act, the Mental Capacity Act, safeguarding and self-directed support in order to apply a strong evidence base to ensure consistency and a high quality of service delivery.
- Attend mandatory and core training courses as agreed in your TCP Action Plan. Actively pursue development opportunities to address gaps in your Safeguarding Capability framework and to achieve progression in line with the PCF. This will include preparation for AMHP training and responsibilities.

Footnote:

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Social Worker, Mental Health Service

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The following outlines the criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short listed.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>       | <p>Educated to degree (or CQSW/DipSW) level in social work or occupational therapy, with appropriate professional registration (e.g. HCPC).</p> <p>Successful completion of the capability assessment for the Assessed and Supported Year in Employment.</p>   |
| <b>EXPERIENCE</b>           | <p>Post-qualification practice in Mental Health</p> <p>Evidence of experience of safeguarding practice and the application of the Care Act and Mental Capacity Act in practice.</p>  |
| <b>SKILLS AND ABILITIES</b> | <p>Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups</p> <p>Ability to work within a framework of social work ethics and values, including confidentiality</p> <p>Ability to apply an evidence base and reflect on practice</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team</p> <p>Good report-writing skills and computer literacy</p> <p>Willingness to attend regular training opportunities</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p> <p>The Directorate is committed to an Equal Opportunities policy which regards people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion. It is therefore essential that the post holder recognises that equal opportunities are an integral part of the Directorate's service delivery and relationship with the public. The post holder will be expected to work within anti-discriminatory practice.</p> |

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| <b>KNOWLEDGE</b>  | <p>A working knowledge of Social Care and Mental Health legislation.</p> <p>A working knowledge of models of mental disorders and treatments, and approaches to social work intervention</p> <p>Working knowledge of Health, directorate and corporate policies and procedures and practice.</p> <p>Familiarity with recent research</p> <p>Awareness of GDPR and confidentiality issues</p>  |
| <b>BEHAVIOURS</b> | <p><b>Kent Values:</b></p> <p><b>Open</b></p> <p>Treat people fairly and with respect</p> <p>Welcome and expect change and evolving technology</p> <p><b>Invite Contribution and Challenge</b></p> <p>Work collaboratively to find new solutions</p> <p>Be open to challenge</p> <p><b>Be Accountable</b></p> <p>Take personal and professional responsibility for your actions and performance</p> <p>Focus on outcomes</p> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post.</p> |