

GLPC Job Description

	Job Title	Social Worker/ AMHP
	Directorate	Care, Health and Wellbeing
	Department	Adult Social Care
	Grade	PO2 (PO4 if AMHP)
	Reports to	Deputy Team Manager
	Staffing Responsibility	None

Job Purpose:

1. To carry out needs led assessments of adults within the guidelines of Community Care Act.
2. To care manage straight forward and complex cases including Safeguarding Adults and Deprivation of Liberty. Co-ordinating and reviewing multi-service care packages.
3. To support the unit in meeting individual / Unit performance targets and actively contribute to its continuous improvement.

AMHP - To provide the AMHP function for the team and be part of an AMHP duty rota across all services.

Principal Accountabilities and Responsibilities:

1. To formulate appropriate care plans and negotiate care packages with service users and service providers. This will involve formulating multi-service care packages, and reviewing on a regular basis.
2. To carry out all duties in accordance with the council's policy and procedures.

Main Duties & Responsibilities for all posts:

3. To provide a strong social work and social care perspective to the work undertaken in the team and act as a social care expert to other members of the multidisciplinary team.
4. To carry out needs led assessments of service users and their carers and to manage on a time limited or long term basis and meet performance targets.
5. To apply Care Act criteria to determine eligibility for social care packages.
6. To identify appropriate services to meet appropriate need, and negotiate contracts with providers.
7. To provide care plans to service users in receipt of services from the department.
8. To regularly monitor and carry out within guidelines of CPA/ Care Act reviews of services

and care packages provided to service users within allocated caseload. To update care plans following reviews, and negotiate care packages with service providers.

9. To be familiar with Brent's policies and procedures and appropriate legislation procedures and resources.
10. To maintain appropriate and up to date service user's records and to provide statistical information and reports as and when required. To co-operate in research projects where appropriate
11. To contribute to the development, planning and implementation of policy and practice relating to the care management of service users.
12. To facilitate and foster effective relationship between local authority, NHS, private and sector partners and service providers.
13. **AMHP** - To act as an AMHP, carrying out the range of roles and responsibilities defined in the Mental Health Act.
14. **AMHP** - To carry out Mental Health Act Assessments as an autonomous practitioner and consider the least restrictive options

Standard Requirements of all posts:

15. To maintain Professional registration with the relevant professional body and observe the professional code of conduct at all times.
16. To engage in regular vetting with the Disclosure and barring service.
17. To have responsibility for a portfolio of cases for a defined area of work as determined by the line manager
18. Co-operate and participate in the rota duty system at all times with other members of the service unit and to respond to Emergency situations when required.
19. To promote and ensure maximum service user/carer's involvement and participation at all times.
20. To ensure that care purchases are set up to reflect customers need and are best value for money.
21. To maintain such reports and records as may be required, including car mileage expenses, hours worked, daily diary etc. in accordance with Brent's policy and procedures.

General:

22. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
23. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Enhanced Adults
Politically Restricted (delete as appropriate)	No

Person Specification

Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.	To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
Qualifications and Professional Membership requirements: - Relevant Professional qualification - Evidence of current registration with professional body AMHP – Warranted AMHP	A A A
Knowledge (please specify all essential criteria): - Knowledge of the needs of adults with mental health problems. - Knowledge of relevant legislation. - Knowledge and experience of tests to determine eligibility criteria for services. - Understanding of and commitment to the implementation of Equal Opportunities and Client Care Policy in all aspects of work - Understanding of and commitment to the implementation of the Council's Customer Care and policy	A/I A/I A/I A/I A/I
Experience (please specify all essential criteria): - Experience of working within mental health services. - Experience of multi-disciplinary work - Knowledge and experience of computerisation including assessment processes - Experience of managing change, problem solving and decision making - Experience of working on a professional level	A/I A/I A/I A/I A/I

Skills and abilities (please specify all essential criteria): • Ability to communicate verbally and in writing • Ability to work positively as a member of the team both with Social Services and with other agencies • Ability to respond positively to supervision and training • Ability to put together Care packages and Care Plans including monitoring and reviewing • Ability to purchase Care Packages within Budgetary Framework • Ability to prioritise and manage own work process and to work under pressure • Ability to manage stress and conflict • Ability to produce information and reports • Proven experience in Negotiating and Advisory skills • Proven experience of Assessment , Care Management and reviewing skills	A/I A/I A/I A/I A/I A/I A/I A/I
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