

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Adult Social Care and Health

DIVISION: Adult Social Care Operations

JOB TITLE: Experienced Social Worker & Approved
Mental Health Professional (AMHP)

ROLE PROFILE

Job Title:	Experienced Social Worker & Approved Mental Health Professional (AMHP)
Directorate:	Adult Social Care and Health
Division:	Adult Social Care Operations
Grade:	Grade 12
Hours (per week):	Croydon Council contracted staff 36 hours per week
Reports to:	Team Manager
Responsible for:	Supervision of and support to staff and students from a variety of professional backgrounds.
Role Purpose and Role Dimensions:	AMHP's are required work on a centralised rota to carry out Mental Health Act assessments on adults and children with mental illness, learning disabilities, dementia and early onset presentations To provide a social care perspective, within a multidisciplinary setting, to address the needs of adults with a mental illness, in both the community and hospital, under the terms of the Care Act 2014, the Mental Health Act 1983 (as amended by the Mental Health Act 2007) and other relevant legislation. To hold continuing responsibility for a caseload including the most complex cases, and for assessing, planning, implementing and evaluating care plans for service users and their carers in accordance with the Care Programme Approach. These are Senior posts and staff are expected to supervise students, unqualified staff and qualified junior staff. They are also expected to assist the Team Manager in all aspects of staff and team performance.
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand,

comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

Will work directly with service users, their carers and families, and will have contact with members of the public and a range of different external organisations and professions including: South London and Maudsley NHS Foundation Trust; Independent and voluntary service providers; other local authorities; Care Quality Commission; Benefits agencies and other government bodies; Clinical Commissioning Groups; General Practitioners, hospital doctors and managers, mental health clinicians and managers; professions allied to medicine; Partner organisations; Courts; Metropolitan Police service; law centres; London Ambulance Service; Independent Mental Capacity Advocate; advocacy services; service user and carer groups

Key Internal Contacts:

Practitioners, Team Managers and Senior Managers; Croydon Head of Social Care; departmental colleagues; Safeguarding Adults Service; other teams within the People Department; other council departments such as Housing, Children's, Finance, Education

Financial Dimensions:

The post-holder will need to demonstrate active financial management of cases. This will include costing proposed packages of care and seeking authorisation from the Team Manager (and senior managers as directed). Negotiating care package costs with providers and commissioners and ensuring contracts are put in place. Setting up financial arrangements so that providers are paid and the cost of ongoing care packages is reviewed. Ensuring that service users are aware of social care charging processes, gathering information from service users to assist financial assessment process, providing information to service users about welfare benefits and ensuring that service users and carers are fully informed about self-directed support and direct payment arrangements. The post holder will need to develop a good understanding of financial assessments, budgets and charging.

In addition, to support more junior staff in their team with this work, ensuring that high standards of financial control regarding individual care packages are maintained. To be responsible for endorsing the work of their supervisees regarding proposed care packages being presented for authorisation and / or other arrangements determined through personalised budgets. insert areas where responsible for deciding how to organise work, manage staff or change service provision, etc

Key Areas for Decision Making:

- Carry out Mental Health Act Duties and Responsibilities on behalf of the Local Authority
- Assessing needs, assets and risks and formulating independence/support plans.
- Negotiating individual support packages with providers / commissioners to get best value for the service user and the team.
- Assessing and managing risks in the context of complex Mental Health Act Assessments in community / hospital and custodial settings.
- Assessing and intervening in line with Safeguarding Adult procedures when there are allegations of abuse.
- Taking appropriate action to deal with service user emergencies, for example, the breakdown of an existing care situation.
- Undertaking statutory assessments under the Mental Health Act, Care Act 2014, Mental Capacity Act 2005, Section 117 of the Mental Health Act and other relevant legislation.
- Preparing Court reports and representing the council in Court hearings when required.
- Supporting more junior staff in preparation for Court hearings, accompanying them to Court and liaising with the council's legal advisors.

Other Considerations:

- Ability to travel independently in connection with work and undertake home visits.
- Ability to work flexible hours, including the completion of assessments and occasional planned meetings / appointments outside of normal office hours.
- To convey detained patients to hospital with assistance from the Police and Ambulance services.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Enhanced DBS check

What level of check is required?

Is the post politically restricted
([Click here for guidance on political restriction](#))

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
([Click here for guidance on ROA](#))

No

Key Accountabilities and Result Areas:

Assessment

Key Elements:

To carry out and co-ordinate assessments under the terms of the Care Act 2014, the Mental Health Act 1983 (as amended by the Mental Health Act 2007) and other relevant legislation, balancing risks and the rights of the individual.

To carry out alone, or jointly with multi-disciplinary colleagues from the Adult Mental Health Services co-ordinated and comprehensive individual needs assessments with reference to Care Act Eligibility criteria.

To assess the needs of carers

To commission staff in the Council's People Department; South London and Maudsley NHS Foundation Trust (SLAM) or other agencies to undertake specific assessments as appropriate.

In collaboration with service users, their carers and multi-disciplinary

colleagues, to develop, negotiate and implement care plans that

- reflect user and carer choices as fully as possible
- promote and maximise independence and social inclusion
- combine quality with cost effectiveness

To participate in the team's arrangements for receiving referrals, to take urgent action to deal with any emergencies identified and provide short-term support for people as required.

To arrange relevant alternative provision for, and refer on to appropriate services / agencies, any individuals for whom the service does not cater.

To ensure all relevant financial information is collected and passed promptly to the Council's People Department Income Section for full financial assessment when social care services are to be provided.

Managing Care

To act as Social Supervisor for people subject to Guardianship Orders, Section 37/41 Conditional Discharges, and for people subject to Community Treatment Orders under the Mental Health Act.

To promote and implement as fully as possible opportunities for Direct Payments and self-directed care, and to develop innovative methods for the provision of care and support to users that are practical and effective.

To negotiate and authorise individual residential contracts,

which will incorporate an individual care plan, between the user, the provider home, Adult Social Care Mental Health Services

To monitor, review and adjust care plans in relation to service content, quality of care, continued relevance and effectiveness.

To ensure that issues of Safeguarding Children are reported and investigated appropriately in line with the London Safeguarding Children procedures and that all concerns regarding children in need are brought to the attention of the line manager and referred promptly to the appropriate team in the Children Young People and Learners Department.

To ensure that issues of Safeguarding Vulnerable Adults are reported and investigated appropriately in line with Croydon's multi-agency Safeguarding Adults Policy.

To provide information for the planning and development of services and to maintain accurate records of all work undertaken through the relevant information system and other data bases as required.

To remain aware of and appropriately apply Council and SLAM policies (where relevant) and procedures especially those concerning:

- Child care and child protection
 - Safeguarding Adults
 - Complaints and suggestions
 - Equal opportunities
 - Health and safety
 - Risk management

To develop a comprehensive knowledge of resources and to

make this available to users, carers and multi-disciplinary team colleagues so that they are fully informed of choices, options and any other assistance available.

To prepare reports for Hospital Managers, Mental Health Tribunals and court hearings.

To assist users to obtain their full entitlement of Welfare benefits and to maintain a high level of knowledge and expertise in this area.

To act as an Appropriate Adult in Police and Criminal Evidence Act (PACE) interviews and comply with PACE procedures.

To ensure that practice is always sensitive to the needs of Croydon's multi-cultural and diverse community

To keep up to date with developments in practice, legislation, policy and procedure, and to participate in training and development opportunities as agreed with, or requested by, the line manager to demonstrate competence.

To contribute as an effective and collaborative member of the Department of Adult Services and Housing / Croydon Integrated Adult Mental Health Service

To participate in the ongoing development, implementation and monitoring of team / service plans.

To participate in local implementation of change and modernisation

To promote and maintain the professional integrity of the Adult Social Care and Health and Adult Social Care Mental Health Services in all work undertaken

To support Customer Focus, Best Value and the electronic management of processes within SLAM and Croydon Council

To actively share feedback on policies and interventions.

To work to Council charging policies and available budgetary resources when designing social care and support packages.

Provision of Resources

To foster good working relationships with colleagues, carers, service users, other professionals and agencies, and to convene or attend multi-disciplinary meetings as required.

Communication and Accountability

To organise and manage an agreed workload

To prepare correspondence and reports for staff in Health Services, Croydon Council Department of Adult Services & Housing and other agencies.

To maintain service user records and archive systems, in accordance with Council / SLAM procedure and policy, and statutory requirements.

To keep statistics as required and to assist in the development of new systems for recording activity and data where appropriate.

To ensure that the line manager is kept informed of major problems and developments arising from the workload.

To participate in regular supervision sessions with the designated supervisor.

To participate in the agreed Adult Social Care Mental Health appraisal / job review scheme.

Green Statement

To seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. Demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation.

There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.
- To keep up to date with developments in practice, legislation, policy and procedure, and to participate in training and development opportunities as agreed with, or requested by, the line manager in order to demonstrate competence.
- To participate in the ongoing development, implementation and monitoring of team / service plans.
- To participate in local implementation of change and modernisation
- To promote and maintain the professional integrity of the Adult Social Care and Health and Adult Social Care Mental Health Services in all work undertaken
- To support Customer Focus, Best Value and the electronic management of processes within SLAM and Croydon Council
- To actively share feedback on policies and interventions

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk

assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title:	Experienced Social Worker and Approved Mental Health Professional (AMHP)
Education, Training and Qualifications	• Professionally qualified as a Social Worker (i.e. DipSW, CQSW, CSS, Degree in Social Work) • Registered with the Health Care Professions Council • Successful completion of all required post-qualifying training to be authorised to act as an Approved Mental Health Professional (AMHP) under the Mental Health Act (as amended in 2007)
Essential knowledge:	• Knowledge of responsibilities of working within the Care Programme Approach, Care Act Eligibility Criteria, The Mental Health Act 1983 (as amended by the Mental Health Act 2007), the Mental Capacity Act and other relevant legislation and codes of practice. • Knowledge of assessment methods and risk management. • Knowledge of evidence-based practices within a mental health setting. • Broad knowledge and understanding of national mental health issues and policies. • Knowledge of equal opportunities and anti-discriminatory practice. • Knowledge and awareness of child protection issues. • Knowledge and awareness of safeguarding adult issues. • Knowledge of partner agencies within the statutory and independent sectors.
Essential skills and abilities:	• An understanding of mental disorder and the capacity to address the issues it raises with service users, carers and families. • Ability to undertake Mental Health Act assessments to a high standard. • An understanding of, and ability to promote, the social care perspective and social inclusion within a multi-disciplinary environment. • Ability to carry out detailed assessments of needs, develop support packages and arrange, negotiate and monitor services. • Ability to follow policy practice and procedures relating to safeguarding vulnerable adults. • The capacity to identify, assess and manage risk issues safely. • Ability to work to a high standard as a Social Worker and an Approved Mental Health Professional and in accordance with statutory responsibilities.

- Ability to produce clear, concise and timely case records, reports and correspondence.
- Ability to manage crises in a range of settings.
- Ability to work independently, prioritise and manage workload.
- Ability to communicate clearly, and consult with, service users, carers, other professionals and staff from partner agencies and to build effective working relationships with them
- Ability to work in an anti-discriminatory, anti-racist and socially inclusive manner to ensure the delivery of services within an equality's framework.
- The capacity to deliver and participate in presentations to other staff groups and agencies.
- Ability to use IT systems.
- Ability to carry out supervision of Support, Time and Recovery workers and students on practice placements.
- Ability to carry out delegated duties for the team at the manager's request.

Essential experience:

- Experience of working with adults with severe and enduring mental illness
- Experience of carrying out needs assessments of service users and carers.
- Experience of consulting with service users, carers and colleagues
- Experience of working in a multi-disciplinary mental health setting and/or other equivalent statutory sector.

Special conditions:

- Ability to travel independently in connection with work and to undertake home visits.
- Ability to work flexible hours, including completion of assessments and occasional planned meetings / appointments outside of normal office hours