

# Social Worker (Mental Health Officer)





Clackmannanshire and Stirling Health and Social Care Partnership is the delivery vehicle for all community health and care services delegated by the three constituent authorities of Clackmannanshire Council, Stirling Council and NHS Forth Valley. This is a unique partnership in Scotland as there are two local authority areas and one health board all of whom have voting members on the Integrated Joint Board alongside representatives of the wider partnership including third sector, carers and community representatives.

Our vision for the Health and Social Care Partnership is to enable people in the Clackmannanshire & Stirling area to live full and positive lives within supportive communities.

#### **Our Strategic Priorities**

Care closer to home  
Primary care transformation  
Caring and connected communities  
Mental health  
Supporting people living with dementia  
Alcohol and drugs

#### **Our Key Enabling activities**

Technology enabled care  
Workforce planning and development  
Housing and adaptations  
Infrastructure

The Health and Social Care Partnership alongside our local partners and providers of community health and social care services are committed to working together to ensure that people live healthier, longer lives, can be independent and can exercise choice and control, no matter who they are and where they live in the Clackmannanshire and Stirling areas.

In making this a reality, the Clackmannanshire and Stirling Health and Social Care Partnership recognises the importance of participation and engagement of all partners and stakeholders, including those people, groups and communities whose views are not frequently heard.

#### **Additional Information**

Additional background information may be provided to candidates invited to interview, however information can be accessed by clicking on the links below:-

[www.clacksandstirlinghscp.org](http://www.clacksandstirlinghscp.org)

[www.clacks.gov.uk](http://www.clacks.gov.uk)

[www.stirling.gov.uk](http://www.stirling.gov.uk)

[www.nhsforthvalley.com](http://www.nhsforthvalley.com)

### Terms & conditions

	<b>Stirling Council</b>	<b>Clackmannanshire Council</b>	<b>NHS Forth Valley</b>
Pay Frequency	15th of the Month	27th of the Month	Last Thursday of the month
Hours of Work	35 hours per week	35 per week	37.5 hours per week
Salary	£25,000-£30,000	£25,000-£30,000	£25,000-£30,000
Annual Leave	29 Days rising to 34 days after 5 years' service. 7 Public Holidays.	28 Days rising to 33 days after 5 years' service. 7 Public Holidays.	27 Days rising to 29 after 5 years' service and 33 after 10 years' service. 8 Public Holidays

### Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

#### Section A

Post Title: Community Mental Health Officer

Initial Location: Kilncraigs

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post: Service Manager, Mental Health and Learning Disabilities

Service: HSCP, Adult Care

Date last updated: 29/01/2020

Date if superseded:

#### Grading Section

Eval Ref: A4498

Post Number: Q91

Grade: 9

## Section B

### ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

The post will report to the Service Manager for Mental Health and Learning Disabilities within Clackmannanshire and Stirling Health and Social Care Partnership.

The post has no line management responsibilities for members of staff.

Service Manager  
|  
Team Leader  
|  
Community MHO

## Section C

### PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

To provide a statutory Social Work Service in accordance with the provisions of relevant legislation and national and local guidelines. As well as to provide statutory mental health responsibilities this includes supplying links for the service to the community mental health team.

To assume case management responsibilities specific to the Service, carrying out assessment of service users needs and risks, where necessary using accredited risk assessment tools. To assume the role of the key worker within C.P.A. programme.

To follow Service procedures, delivering direct interventions to individuals and small groups as part of a programme of interventions. The role will also involve participating in structured consultation and supervision sessions as required, and representing the Social Work Service in multi-disciplinary forums. This will all be in accordance with the Council or hosted stake holders arrangements, through a Service Level Agreement or Partnership agreement. To add to the development of the Mental Health Officer service across the HSCP and to undertake slots on the MHO rota in line with agreed working hours.

## Section D

### MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Corporate Objectives and Social Service's Business Plan.

Manage a varied allocated caseload as agreed via the allocation and workload management systems. This caseload will include statutory and non statutory MHO work as well as generalist cases via the Adult Health & Social Care team.

In line with relevant national and local procedures and drivers, carrying out the duties and functions in respect of data and information protocols and communications strategies, carrying out enquires and making recommendations where necessary as to whether or not a person requires to be the subject of compulsory protection measures.

Appropriately recording and maintaining all text and digitally recorded information in accordance with appropriate policy and procedures and relevant legislative framework.

Undertaking work with and providing advice and guidance to individuals and families, liaising and if necessary advocating on behalf of Service users, with other Council employees/services, as well as external organisations.

Promote and protect the welfare of Service Users/citizens/community, supported by professional advice from senior colleagues.

Prepare and present reports and make recommendations to Mental Health Tribunal, Mental Welfare Commission, Case Conferences, Courts or Boards as necessary.

To undertake structured risk assessments, where necessary using accredited national risk assessment tools.

To manage forensic mental health service users subject to Mental Health and Criminal Procedures Act(s).

Undertake assessments of need and risk in relation to vulnerable adult referrals, carry out investigations and make recommendations related to adult support and protection procedures, responding appropriately to any risks to achievement of the plan

Undertake direct work with service users and their families/carers as per legislation, drawing up, reviewing and ensuring that the care plans are followed.

Engaging service users and their families/carers in identifying the outcomes written into, and that work is undertaken to ensure that the planned outcomes are achieved.

Authorise payments within Departmental guidelines.

Contribute to the effective delivery of the Mental Health Officer service.

This outline is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post holder may be required to undertake other appropriate duties and responsibilities commensurate with the grade.

## Section E

### KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

#### Essential

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Professional qualification in Social Work and Mental Health Officer studies	<b>Application/Certificates</b>
2.	Registration with the SSSC.	<b>Application/Certificate</b>
3.	Experience in undertaking risk assessments and comprehensive assessments	<b>Interview</b>
4.	Good organisational skills and the ability to prioritise competing demands	<b>Interview</b>
5.	Ability to work to and meet required timescales in a demanding environment	<b>Interview</b>
6.	Ability to work with other disciplines in partnership or collaboratively	<b>Application</b>
7.	Good verbal and written communication skills	<b>Application/Interview</b>
8.	Computer literate with an ability to record appropriately and produce suitable documents	<b>Application</b>
9.	Good assessment and report writing skills	<b>Interview</b>
10.	Ability to apply confidentiality and share information appropriately	<b>Interview</b>
11.	Good understanding of the issues which affect service users	<b>Interview</b>
12.	Ability to demonstrate a sound professional understanding of current relevant legislation and national policy objectives	<b>Interview</b>
13.	Ability to manage conflict appropriately and effectively	<b>Interview</b>
14.	Risk management and casework skills	<b>Interview</b>

15.	Ability to behave in a consistent and reliable manner, whilst ensuring that everyone is treated fairly and with respect.	<b>Interview</b>
16.	Team Worker	<b>Application/Interview</b>
17.	Proven experience of Mental Health work	<b>Application</b>
18.	Ability to prepare and take equal ownership of supervision	<b>Interview</b>
19.	Ability to travel efficiently and effectively between work locations	<b>Application</b>
20.	Gain/maintain PVG Scheme Record/Scheme Record Update	<b>Application/Disclosure Check</b>

Desirable:

<b>Criteria</b>		<b>Means of Assessment</b> e.g. Application, Interview, Reference, Certificate
1.	Relevant PQ awards	<b>Application/Certification</b>
2.	JiIT/VRI training	<b>Application/Certification</b>
3.	Relevant post qualifying experience	<b>Application</b>
4.	Knowledge and experience of working in local Government	<b>Application/Interview</b>
5.	Caseload management experience	<b>Application</b>
6.	Knowledge and understanding of health and social care integration	<b>Application</b>
7.	Understanding of national and local drivers	<b>Application/Interview</b>
8.	Knowledge and experience in Adult Support and Protection	<b>Application</b>

#### **Section F**

##### **WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

This post will be based both indoors and outdoors and relies on working in various weather conditions. The post will primarily work in an office environment but will also require the ability to undertake home visits and joint psychiatric assessments in a variety of locations whilst following the Council lone working procedure.

The post can result in the successful candidate being exposed to undesirable environments and complex personal dynamics with those who are mentally unwell both in the community and in a hospital environment. Hazards can include abusive language, undesirable environments when undertaking statutory assessments. All of this work will be undertaken within a normal working pattern (9-5).

#### **Section G**

##### **PHYSICAL CO-ORDINATION**

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder will require to be IT literate and be able to use keyboards successfully to complete statutory reports.

#### **Section H**

##### **MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Provide evidence based assessments of need and risk, drawing on the analysis of all available facts and theoretical based knowledge and research.

Contribute to the construction, implementation, monitoring and review of appropriate care, care plans on an interagency basis, working collaboratively with colleagues and professionals in other agencies to achieve the best outcomes for Service users and their carers.

Exercise judgement in accordance with legislation in conjunction with service users family, Named Persons, Powers of Attorney and Welfare Guardians as well as relevant health professionals and the Mental Welfare Commission.

The post will require an ability to work flexibly to achieve desired outcomes for supporting people. This will rely on prioritising a complex caseload with competing demands.

As a registered practitioner, the post holder will be accountable for his/her own continued professional development, in accordance with registration requirements and the Social Work Code of Practice. It will also be necessary to maintain an up to date knowledge of statutory and policy requirements.

To ensure that National and Local standards for Mental Health Officers are met.

Support the Mental Health Officer programme.

Participate in and contribute to supervision in line with Council and Social Services Policies.

Participate in projects, Working Groups, MHO Forum, Team meetings or other forums including those internal to the Council or the Service and contribute to the preparation of Service business and team development plans, as required.

Accountable to the Mental Welfare Commission for decision making and actions.

Ability to work in accordance with Shared Service and Forth Valley protocols.

This job requires contact with vulnerable groups, therefore post holders will require to gain/maintain PVG Scheme membership

#### **Section I**

##### **CONCENTRATION**

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

Concentration will be required by the post holder when completing assessments and reports. These may be on occasion emergency situations that arise with your caseload, the post holder must be able to be flexible to change diary to meet clients needs and the demands of the Scottish Ministers, Tribunal Service or Court(s).

The post holder will be required to manage and respond to urgent duty MHO calls and be involved with Adult protection cases that will require concentration for a long period of time, sometimes this information may be difficult to hear or read.

#### **Section J**

##### **COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Supervisory responsibility for this post lies in the first instance with the Team Manager as appropriate to the Service area.

The post holder will be required to prepare and present reports and make recommendations to Hearings, Case Conferences, Courts, Parole Boards or Tribunals as necessary.

The post holder will manage a caseload of people that have mental disorders as part of this role.

There will be an assessment of need, supporting clients to meet their potential, offer support and advice at transition to adult services. Support family carers and signpost to other services.

Communicating difficult news to families when they have a different expectation of need and assessments are in conflict can be challenging at times.

##### **PERSONAL CONTACTS**

###### **Internal**

Colleagues and other Social Work Services employees

Other Council employees  
Members of the Integrated LD TEAM

**External**

Voluntary and statutory organisations and Partnership agencies

Service Users and Carers

Health Service staff

Staff in other Local Authorities

The post holder will be accountable to the Mental Welfare Commission and the Mental Health Tribunal for Scotland around their decision making. In addition the post holder is also accountable to the Scottish Ministers for any Criminal Procedure cases.

The post holder will need to be clear and coherent in their decision making and the reasons for their findings to all relevant professionals. This requires the ability to listen and respect fellow colleagues whilst also representing the organisation and the findings within any assessments or reports completed.

The post holder will need to ensure compliance with all statutory responsibilities within agreed timeframes.

**Section K**

**PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES**

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will be responsible for personal budgets for service users and will directly purchase care for service users and carers within the local authority area.

The post holder would benefit from a clear knowledge of self directed support, personal budgets and supports required to ensure personal assistances can be deployed for service users and carers.

The post holder maybe required to monitor those who are receiving Independent Living Fund awards and as a result manage the care supplied from this resourcing.

**Section L**

**INITIATIVE AND INDEPENDENCE**

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

As a registered Social Worker and Mental Health Officer, the post holder will be accountable for their own continued professional development, in accordance with registration requirements and the Social Work Code of Practice and MHO Standards. It will also be necessary to maintain an up to date knowledge of statutory and policy requirements.

Participate in projects, Working Groups, Team meetings or other forums internal to the Council or the Service and contribute to the preparation of Service business and team development plans, as required.

Ability to work in accordance with HSCP shared Service and Forth Valley protocols.

To provide a statutory Social Work Service in accordance with the provisions of relevant legislation and national and local guidelines. As well as to provide statutory mental health responsibilities this includes supplying links for the service to the community mental health team.

To assume the role of the key worker within CPA process.

To follow Service procedures, delivering direct interventions to individuals and small groups as part of a programme of interventions. The role will also involve participating in structured consultation supervision sessions as required, and representing the Social Work Service in multi-disciplinary forums. This will all be in accordance with the Council or hosted stake holders arrangements, through a Service Level Agreement or Partnership agreement.



To add to the development of the Mental Health Officer service across the HSCP and to undertake slots on the MHO rota in line with agreed working hours

**Section M**

**EQUAL OPPORTUNITIES**

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

**Section N**

**HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.