

Job description

Job title:	Approved Mental Health Professional
Grade:	Grade 12 + 2 LMIs*
Job evaluation reference:	HS432
Job family:	Health and Social Care

*** Where Labour Market Increments (LMI) apply, these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).**

Purpose and impact

1. To undertake statutory duties under the Mental Health Act, including MHA assessments.
2. To assist the AMHP Advanced Practitioners in the delivery of services in accordance with Directorate policy and practice, including case accountability as delegated in specific cases and for specific areas of work as required.
3. To deputise for Advanced Practitioner as required
4. To carry a caseload of complex cases and provide specialist consultation to staff as required.

Key responsibilities

5. Act as an AMHP and undertake statutory duties under the Mental Health Act.
6. Take responsibility for complex cases (including detailed assessments of individuals and their families or carers incorporating risk, reviews, liaison with other professionals and care plans) and provide consultation and advice to staff as required.
7. To bring to the attention of the AMHP Advanced Practitioners issues relating to AMHP conduct and case management.
8. To work collaboratively within the Directorate, with statutory agencies, voluntary agencies and independent sector organisations and take on specific liaison roles in consultation with the AMHP Advanced Practitioner/Team Leader.
9. To operate within financial and budgetary guidelines in the delivery of care plans to meet user/care needs.
10. To provide specialist professional technical advice and support in areas connected with the Mental Health Act
11. To contribute to the provision of an out of hours adult social work service.
12. To assist with staff development, including contributing to developing training plans and undertaking practice teaching or AMHP student supervision as required.
13. To be accountable to the AMHP Advanced Practitioner for the quality of work undertaken against agreed performance standards and key result areas and to advise of any concerns that may affect the standard of performance required.
14. To chair meetings, reviews and case conferences in the absence if or as delegated.
15. To keep the AMHP Advanced Practitioner informed of all issues related to users and carers' needs which have implications for service development and the service standards for the Directorate.
16. To undertake joint work with colleagues within the Directorate and with colleagues from other agencies as relevant to the effective delivery of services.
17. To maintain essential records as required and input records on core computer systems and to undertake any training required to enable this.
18. To be responsible for attending training courses and taking advantage of staff development opportunities in order to improve knowledge and skills for the benefit of



service delivery – including the statutory yearly training required to maintain registration as an AMHP.

19. To contribute to the provision of a response to civil emergencies as required.
20. To act as an Approved Mental Health Professional and undertake assessments and take decisions independently in accordance with the Mental Health Act.
21. To participate in team duties and referral systems as required.
22. To undertake other comparable or lesser duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

Knowledge and Skills

23. Qualification and Registration as an Approved Mental Health Professional.
24. Comprehensive knowledge of legislation, regulations and practice guidance relevant to the specialist area (e.g. Children Act, 1989, NHS & Community Care Act, 1990, Mental Capacity Act, 2005, Care Act, 2014, etc) as well as the Mental Health Act, 1981.
25. High level of communication and negotiation skills.
26. Ability to manage and chair meetings.
27. Ability to set targets and work within deadlines.
28. Ability to use information technology.
29. Ability to communicate effectively with people with mental health difficulties.

Working Environment

30. Driving from work base to service users' homes, hospitals and meetings across the county and, occasionally, beyond.
31. Working with service users in times of crisis who may be emotionally distressed and have the potential to become verbally or physically abusive.
32. Undertaking lone visits to service users.
33. Required to provide specialist advice/guidance on situations that might present risk/jeopardy to individuals or the Directorate.
34. Transportation of small items of equipment as required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
Required by law or essential to the performance of the role or both	
1. Social Work Degree or equivalent e.g. CQSW, DIPSW, CSS with advanced counselling or (for Youth Justice Officers Only) Diploma in Probation Studies, DipOT, RMN, Chartered Psychologist or equivalent	Application form
2. Current HCPC registration (with the exception of Youth Justice Officers with a Diploma in Probation Studies)	Application form
3. Post Graduate certificated AMHP training	Application form
Experience	
4. Experience of team working and multi-agency working	Application form
5. Experience of working with relevant client groups	Application form
6. Experience of care planning assessment and implementing care plans	Application form
7. Demonstrable experience of undertaking effective assessment and care planning in a wide range of care issues involving the exercising of professional judgement and discretion	Application form
8. Demonstrable experience of an advanced level of practice ability in the effective assessment and management of a wide range of complex care issues and an advanced level of practice ability in providing day to day advice to team colleagues on a regular basis	Application form
Knowledge	
9. Detailed, comprehensive knowledge of legislation, regulations and Practice Guidance relevant to the post (e.g. Carers Recognition Act, Mental Health Act 1983, NHS and Community Care Act 1990, relevant Childrens legislation, Human Rights Act etc)	Application form Interview Assessment
10. Understanding of the care management role	Application form Interview Assessment
11. Understanding of the contribution of other agencies	Application form Interview Assessment
12. Understanding of joint working with other agencies	Application form Interview Assessment
13. Detailed knowledge of effective assessment and care planning in a wide range of care issues involving the exercising of professional judgement and discretion	Application form Interview Assessment
Skills and abilities	
14. High level of written and oral communication skills	Interview Assessment



15. Negotiation and advocacy skills	Interview Assessment
16. High level of interpersonal skills	Interview Assessment
17. Ability to consult appropriately, operate within a team structure and contribute to team development	Interview Assessment
18. Demonstrable record keeping skills	Interview Assessment
19. Computer literacy	Interview Assessment
Our values	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
Other	
25. Ability to fulfil the travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. Higher level qualification	Application form
Experience	
27. Experience of working in a multi-agency setting	Application form
28. Experience of chairing meetings	Application form
Knowledge	
29. Awareness of responsibility of other agencies and relevant legislation	Application form Interview Assessment
30. Knowledge of Continuing Health Care and limits of local authority provision	Application form Interview Assessment
31. Understanding of best value in care management	Application form Interview Assessment
Other	
32. Experience of working across different client groups	Application form



Approval

Manager's job title: Viv Payne – Specialist Manager
Date: October 2018

