

JOB DESCRIPTION

Job Title:	Assistant Community Services Manager – Community Mental Health Team		
Directorate:	People Directorate	Salary:	£56,748 - £59,999 plus £729 London Weighting and £963 Essential Car User Allowance
Section:	CMHT Adults	Grade:	BG-D (SCP 45-48)
Location:	Church Hill House	Work Style:	Hybrid

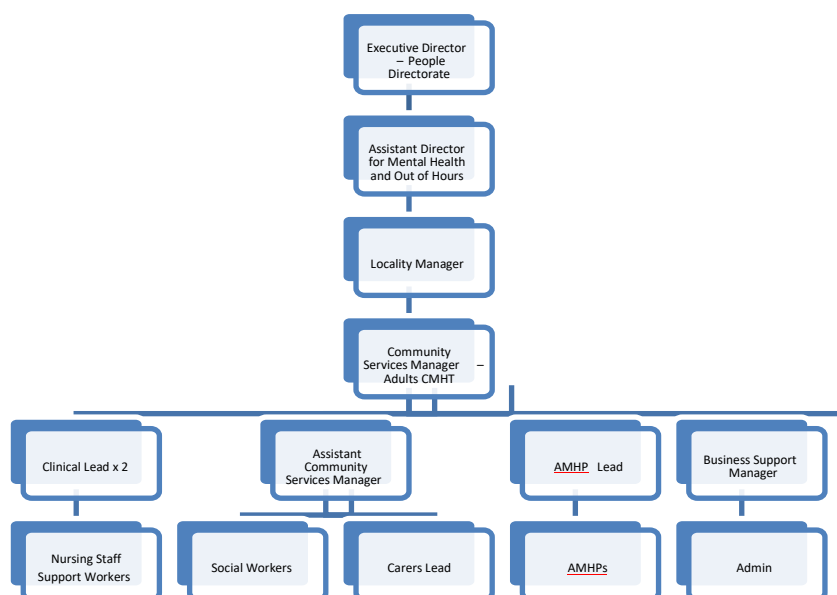
Key Objectives of the role

To be responsible for the day-to-day delivery of assessments, reviews and safeguarding in the mental health service. To deputise for the Community Services Manager when required to plan, lead and review the work of front-line mental health teams to deliver positive, least restrictive outcomes to people and carers accessing mental health services.

To manage, supervise train and develop Social Workers, Approved Mental Health Practitioners and other support staff within mental health services.

To lead, motivate and manage staff to ensure effective service delivery, consistent and in line with current national legislation. To ensure policies and procedures that deliver positive outcomes for individuals, their carers and families.

Designation of post and position within departmental structure



Daily and monthly responsibilities

To provide line management, supervision, training and development of mental health social workers, Approved Mental Health Practitioners and other support staff within mental health services. To lead, motivate and manage staff to ensure an effective service.

Line management of the social work, AMHP and social care staff in the service.

To support team managers in recruitment, retention and HR procedures in keeping with the council's policy and practice.

To maintain practice standards, provide direction and promote opportunities for continuous professional development.

Casework Management

- Provide leadership and professional support to colleagues and other professionals in situations of high complexity.
- Apply extensive knowledge of practice, theory and legislation to enhance practice, procedures and policies, promote innovation and introduce new ways of working from recognised sites of excellence.
- Make use of sophisticated, critical reasoning and both model and facilitate reflective and evidence-informed practice.

Assessment and Review

- Support and encourage professional decision-making in others, to enable assessment procedures to be used discerningly in response to the presenting needs.
- Maintain and provide expertise in specialist assessment and intervention and support others to develop these skills.
- Model the effective assessment and management of risk in complex situations, across a range of situations, including positive risk-taking situations.

Safeguarding

- Provide professional leadership on safeguarding issues in collaboration with other senior members of the team.
- Provide support to resolve concerns about practice.

People Management

- Manage a defined team or area providing clear organisation, direction and development.
- Provide professional support, advice and/or supervision.
- Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised.
- Manage complaints where required and verify assessments and authorise when appropriate.

Work with others

- Promote positive working relationships in and across teams and with partners in statutory, voluntary and third sector organisations, using strategies for collaboration and arbitration.
- Contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.
- Ensure that all staff in the team are adhering to the requirements of data quality legislation.

Finance/Resource Management

- When required, monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures, or have indirect influence on wider service budget.

Scope of role

To work within the budgetary constraints of the department. The Assistant Community Services Manager has specific delegated financial authority beyond which they have to refer to the Service Manager.

The post holder will need to organise, prioritise and balance a range of responsibilities on a daily basis. The constant challenge will be to balance the resource demands – both staff and financial – within the resources available.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Degree in Social Work</p> <p>CQSW</p> <p>Dip SW</p> <p>CSS</p> <p>AMHP Qualification</p> <p>A minimum of 3 years post qualifying experience.</p> <p>Experience of management of mental health/social work services</p>	<p>Practice Educator.</p> <p>Accredited management training.</p> <p>Training in supervision of staff.</p> <p>Training to Level 3 Safeguarding</p> <p>Best Interests Assessor</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Up to date knowledge of community care legislation; such as Mental Health Act 1983, Mental Capacity Act 2005 and Care Act 2014, adult safeguarding, DOLs legislation, carers' legislation, and personalisation/self-directed support.</p> <p>Leadership or management experience.</p> <p>Ability to manage complaints where required and verify assessments and authorise when appropriate.</p> <p>Experience in monitoring, analysing and managing delegated budgets, funding and resources in accordance with policies and procedures, or have indirect influence on wider service budget.</p> <p>Ability to support people to complete detailed self-assessments and create imaginative support plans.</p>	<p>Experience of supervising colleagues.</p> <p>Experience of working with people with mental health conditions.</p> <p>Experience of multi-disciplinary working</p>

Ability to contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.

Ability to communicate effectively in highly charged, complex or challenging situations to a wide range of audiences for different purposes and at different levels.

Ability to manage complex work, including safeguarding investigations.

Able to provide advice and support and act as Duty back-up as and when required.

Ability to gather information to inform judgement for interventions in more complex situations and in response to challenge.

Evidence of continuous professional development in relevant professional discipline.

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Good communication skills both written and verbal.

Good report writing skills.

Ability to work in multi-disciplinary team and multi-agency environment.

IT literate including databases, email and internet.

Good time management skills and ability to meet deadlines.

Ability to prioritise and make rational decisions in pressurised situations.

Developed leadership skills.
Innovative and creative thinker.

	Ability to show empathy and compassion.
	To work in a flexible manner in line with service needs.
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

