Job Description

POST IDENTIFICATION

Post Title	Adult Mental Health Social Worker				
Grade	9	**Job Evaluation ID:**	1228B	**Date Evaluated/Reviewed**	May 2025

Service Area	Adult Services				
Service Team	Service Development and Commissioning				
Responsible to	Integrated Team Manager				
Areas of Responsibility	Adult Mental Health Team				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To offer, as required by their Integrated Team Manager and Assistant Team Managers, an efficient and effective Social Work service to those service users suffering from mental illness. Working alongside Health colleagues to promote recovery and person centred intervention.

KEY RESULT AREAS

1. To receive, and act upon appropriately and in a timely manner, referrals allocated by their Integrated Team Manager and/or Assistant Team Managers.
2. In responding to the needs of citizens and service users, adopt a multi-disciplinary, multi-agency, holistic approach to their intervention.
3. To carry out quality assessments, identify needs, apply eligibility, formulate care plans in service delivery and review progress at agreed intervals
4. To manage a case load in an efficient, effective way that is compliant with the Mental Health Measure for Wales and Care Co-ordination responsibilities
5. Maintain case records, following departmental policy, in a timely and satisfactory manner.
6. Be committed to the philosophy of an integrated approach, the aims and objectives of the Mental Health Measure for Wales, and any other legislation and strategies relevant to their specialised field.
7. To undertake statutory duties if appropriate as required by the Integrated Team Manager including Mental Health Review Tribunals.
8. To promote, encourage and actively participate in the involvement of service users, families and carers in both services' delivery developments and future planning needs.
9. To work within the framework of departmental policy, statutory requirements, and resource restraints.
10. To carry out the role of Approved Mental Health Professional on behalf of the Local Authority, as necessary. Or agree to undertake the training within a specified time frame.
11. To act as a resource for both direct colleagues and colleagues within other teams and agencies.
12. To assist and develop in peer group support systems.
13. To participate in locality and neighbourhood planning forums if required.

14. To participate in departmental and external training programmes to maintain professional development and implement departmental policy. Disseminate any learning as appropriate.

15. To participate in office duty cover and assessment clinics on a rota basis and out of hours on call duty as required.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• Professional qualification in Social Work i.e. CSS; CQSW; Diploma in SW; or equivalent.	• Approved Mental Health Professional qualification or willing to take up training to obtain this qualification.
Knowledge	• Understand principles and practice of community care and relevant legislation. • Knowledge of relevant legislation and social work practice in mental health.	• Knowledge of the Criminal Justice System particularly in relation to people which have mental health problems.
Experience	• Have experience of working with people with mental health problems. • Have experience of Care Management process.	• Have experience of working with people who have problems of substance misuse and mental illness.
Aptitude & Skills	• Be able to communicate effectively, verbally and in writing, with service users, colleagues, and outside agencies. • Be able to manage individual workload and prioritise work appropriately in consultation with line manager. • Able to understand and put into practice Social Services policy, procedures and statutory requirements. • Be able to work in collaboration with others as a member of a team to improve services, service delivery and clients welfare and wellbeing. • Be able to use supervision constructively.	

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.

Consider communication methods and channels, in a straightforward way. Confidently handle challenging conversations. Encourage a culture of feedback.

Consider implications and make decisions / recommendations based on evidence and consultation.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities	
Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	You will be required to hold a driving license and undertake home visits, and other site visits.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

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