

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Worker –Specialist Mental Health Personal Advisor (PA)	Grade: PO2/PO3
Section: Future First Leaving Care Service	Directorate: Children’s Services Department
Responsible to Following Manager: Team Manager Future First 3	Responsible for Following Staff: N/A
Post Number/s:	Last Review Date: 27/12/2023

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Social workers possess and practice the full range of social work values, knowledge and skills required to improve the lives of Care Leavers. They must be registered to practice with the General Social Care Council under the terms of the code of conduct for social workers.

Social workers demonstrate competence and confidence in assessment, planning, implementation and review with their allocated Care Leavers. They work collaboratively with other professionals, in order to ensure a multi-disciplinary approach to safeguarding children and young people.

The Mental Health Specialist PA has the organisational skills to hold an average caseload of up to 15 Leaving Care Cases aged 16-25, depending on the nature of those cases, along with a number of other duties. They act as a link professional, providing advice and consultancy to colleagues within the professional networks and other settings, in line with Every Child

Matters: Agenda for Change, the Leaving Care Act 2000, Social Work Act 2017 and the Care Act 2014.

Social workers possess the technical skills to maximise the benefit of the Council electronic client recording/reporting tool, maintaining accurate, up-to-date records in compliance with the Integrated Children's System.

Social workers are committed to continuously improving practice by developing their knowledge and skills through post qualifying training. They participate in high quality supervision that achieves an appropriate balance between reflective practice and accountability for performance/standards. They take part in rigorous self-evaluation through annual appraisal and half year reviews.

Specific Duties and Responsibilities

- Act as the Personal Advisor under the Leaving Care Act 2000 and the Children and Social Work Act 2017 specifically with Care Leavers aged 16-25 who have moderate to severe mental health issues. As a Social Work Qualified Personal Advisor, you will be required to provide appropriate reports and assessments alongside the allocated Care Coordinator/ adult's social care social worker for the young person.
- You will work alongside any other involved professional, undertaking a range of Pathway Planning, assessments, tasks and interventions to strengthen and support the Mental Health and wellbeing of Care Experienced young people within the Borough.
- Alongside the Transitions Social Worker and the Therapeutic service within the team, you will act as a lead Practitioner within the team for Mental Health; disseminating good practice, engaging in Team Meetings to present colleagues with information and advice and acting as a Mental Health practice reference point for PA colleagues
- Bring together, develop and regularly review a multi-agency Pathway Plan around and with the young person and proactively work with the young person to achieve their targets.
- Work directly with the Therapeutic Service, the Transitions Social Worker and the Participation Officer within Future First to deliver a Mental Health offer specifically for Care Experienced Young People.
- Establish and develop collaborative working with allied health and social care practitioners from adults' services as well as partners in Housing, DWP and Community organisations.
- Promote and model effective working arrangements with Mental Health services and other voluntary and community partners to support Care Experienced young people

- Develop a good understanding of evidence-based practice and integrate models of best practice into day-to-day service delivery;
- Participate positively in professional supervision and annual appraisal (PrP) review, taking personal responsibility for the quality of practice.
- Participate in clinical supervision and clinical risk assessing, and liaising with mental health services across different boroughs/areas.
- Take part in case/practice audits and contribute to peer audit arrangements as required:
- Build professional credibility within the multi-professional partnership by achieving practice standards and meeting performance targets consistently; providing accredited practice teaching as required.
- Actively contribute to team working, supporting colleagues, covering for colleagues in their absence and taking part in team meetings and development events.
- Contribute to the development and delivery of the Team Improvement Plan.
- Understand and integrate into practice the key policies of the Council in relation to social care with children and families, especially multi-disciplinary working, integration and whole family approaches.
- Demonstrate a high level of competence and confidence in the use of the Council electronic case recording/reporting tool, maintaining accurate and up-to-date child records in compliance with the Integrated Children's System.
- Understand, promote and integrate into practice Council policies in relation to valuing diversity and promoting equalities.
- Consider and put forward ideas for improving the efficiency and the effectiveness of Council services to children and families.
- Contribute to the review of Council policies and procedures, particularly guidance and protocols for social workers.
- Enhance and promote the reputation of the Council as a provider of high-quality services to children and families.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Person Specification

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Responsible to: Team Manager	Responsible for: N/A
Post Number/s:	Last Review Date:

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
1. Knowledge and understanding of the needs of children and young people Leaving Care; the ability to work effectively with them and involve them in decision making.		✓	A&I
2. Relevant experience of working with Adults Mental Health services	✓		A&I
3. Applied knowledge of relevant Leaving Care, Mental Health and Safeguarding legislation, guidance and best practice in Leaving care,		✓	A&I

including the statutory duties of the Local Authority in ensuring the protection of children.			
4. Strong team working skills to give and gain the support of team colleagues.	✓		A&I
5. A good understanding of prejudice and discrimination and the need for a Council policy on equal opportunities in service provision and a strong commitment to anti-discriminatory practice.	✓		
Experience	Essential	Desirable	Assessed
6. Experience of working together with others, across voluntary and statutory agencies, providing Mental Health social work service in Adult's Social Care/ statutory settings.	✓		A&I
7. Ability to use supervision and appraisals to maximise personal effectiveness and for professional development.		✓	A&I
8. Ability to work flexible hours as required to meet the needs of young people.	✓		A&I
Skills	Essential	Desirable	Assessed
9. Effective oral and written communication skills, including formal report writing.	✓		A&I
10. Applied skills in a range of social work approaches and methods especially assessment, planning, implementation and review, facilitating the team around the young person, aimed at improving outcomes and the life chances of vulnerable young adults.		✓	A&I
11. Ability to carry out assessments, including risk assessments, collecting and analysing all relevant information and following current guidance for practice with Care Leavers and vulnerable adults.	✓		A&I
12. Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines.	✓		A&I
13. Ability to maintain accurate and up to date children's case records in compliance with Council procedures.	✓		A&I
Qualifications	Essential	Desirable	Assessed
14. Diploma in Social Work, CQSW, CSS, Bachelors or Master's Degree in Social Work or other professional social work qualification	✓		A&C

recognised by the GSCC for the purposes of registration in the UK.			
15. HCPC Membership	✓		A&C

A – Application form/CV

I – Interview

T – Test

C - Certificate