**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** AMHP Team Manager & Lead AMHP  | **Grade**: PO6 |
| **Section:** Adult Operations (Mental Health) | **Directorate:** Adult Social Services Department |
| **Responsible to following manager:**Service Manager (AMHP, Reviews, Accommodation & Projects) | **Responsible for following staff:**Assistant Team Manager x 1Senior Social Worker x 2Social Worker x 4Access Advisor x 1AMHP Support Worker x 1 |
| **Post Number/s:** | **Last review date:** January 2018 |

**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**

To co-ordinate Approved Mental Health Professional (AMHP) activity, including ensuring high-quality, effective and efficient service delivery for the day time AMHP Service for Richmond and Wandsworth. This role provides professional leadership and supervision to AMHPs in the team and clinical supervision to the Adult Emergency Duty Team (AEDT) Manager and promotes their continuous professional development.

To be responsible for AMHP standards and compliance across the Department; including the day time AMHP Service, the Emergency Duty Team (EDT) for Richmond, Kingston, Merton and Sutton and Wandsworth Out of Hours Team.

To oversee the provision of social supervision for conditionally discharged patients for Richmond and Wandsworth.

**Specific Duties and Responsibilities**

1. To lead and manage the Richmond and Wandsworth AMHP Service, ensuring a positive team culture and the provision of high quality interventions.
2. To provide regular supervision for practitioners within the team being mindful of both Council’s Policies and Procedures, legislation and Professional Standards. To provide clinical supervision for the AEDT Manager.
3. To coordinate and chair the AMHP Forums for Richmond and Wandsworth, including the provision of group reflective supervision.
4. To ensure the team carries out it’s statutory duties under the Mental Health Act 1983 and that the Councils meet their responsibilities for conditionally discharged patients as required by the Ministry of Justice.
5. To participate in quality assurance for the Division by undertaking regular case file audits and by ensuring that the learning from audits is taken on board by the individual concerned.
6. To work in partnership with the Mental Health Trust and other key partners such as the Police, Ambulance Services, Acute Trusts and GPs.
7. To promote good communication with adults and their carers. This involves ensuring that AMHPs maintain accurate and timely case records and share information appropriately. To also ensure information is passed up to the senior management team and fed back from them and circulated, discussed and understood within team meetings.
8. To maintain the performance of the team, specifically in relation to the National and Local Performance targets. To contribute to the development of processes and practice for the Division. To ensure all Member queries and Complaints about service delivery are investigated promptly and effectively.
9. To ensure that arrangements are in place during the day (as part of a 24-hour service providing in partnership with the Adults Emergency Duty Team and the Wandsworth Out of Hours Service) that can respond to people’s needs in a timely way.
10. To ensure that all AMHPs have access to professional supervision and support in their role as AMHPs.
11. To ensure that AMHPs undertake a minimum of 18 hours of refresher training, relevant to the AMHP role each year, in partnership with colleagues in the Workforce Development and Professional Standards Team.
12. To have oversight of the health and safety of AMHPs whilst they are undertaking assessments.
13. To have responsibility for the professional competence of AMHPs, and for removing or suspending their warrant as necessary.
14. To access legal advice for AMHPs whilst carrying out AMHP duties.
15. To be up-to-date on changes in the law and case law pertaining to the AMHP role.
16. To have oversight of the AMHP register.
17. Oversight of social supervision.
18. To practice assess AMHP trainees and ensure there are enough practice assessors for necessary succession planning for the service.
19. To represent Richmond and Wandsworth Councils at the London AMHP Leads meetings and when in the chair role, to represent the London Leads at the National AMHP meetings.

**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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

This AMHP Lead role covers all AMHPs working for Richmond and Wandsworth Councils.

**Current team structure** MentHealth

**Person Specification**

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**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.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Extensive and up-to-date knowledge of the Mental Health Act and case law | I |
| Specialist knowledge of Social Work Practice in Mental Health | I |
| Extensive and up-to-date knowledge of the MOJ requirements for social supervisors | I |
| **Experience**  |
| Significant senior level frontline experience of Local Authority Mental Health Services | A, I |
| Experience of working in partnership with multiple agencies | A, I |
| Experience of representing the local authority in external forums | A, I |
| Track record of effectively managing change | A, I |
| Experience in managing and leading staff | A, I |
| **Skills**  |
| Ability to work in effective partnership with multiple agencies | I |
| Excellent interpersonal and communication skills | I |
| Excellent risk assessment and risk management skills | I |
| Ability to effectively lead, manage and motivate experienced practitioners | I |
| **Qualifications**  |
| Registered Social Worker |  |
| Qualified AMHP | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**