

## **JOB DESCRIPTION**

### **JOB DETAILS:**

Job Title:	Apprentice Social Worker
Band:	4
Directorate:	Families
Department:	CAMHS East/West/EOT
Base:	Taunton/Yeovil
Responsible to:	Team Manager

### **Job Purpose:**

The post holder will be a member of one of the Community or Urgent Care the East/West Teams in Somersets for the Child and Adolescent Mental Health Service (CAMHS) on the East of Somerset and. They will have the responsibility for supporting the assessment, treatment and evaluation of intensive treatment provided to clients referred to the team whilst undertaking their Social Work training as part of a supported apprenticeship.

The post holder will provide direct practical support and therapeutic interventions to children and young people within the CAMHS Service. The post holder will work under supervision and direction of qualified staff and will be expected to work in a wide range of clinical and community settings.

The post holder will provide support to parents/ carers of children and young people with complex mental health problems in liaison with care co-ordinators, other Trust staff and relevant external agencies

The post holder will be working as part of the CAMHS multi-disciplinary team, and his/her interventions will be part of the overall care plan for the child/family.

**Date of Job Description: April 2020**

## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

#### **KEY RELATIONSHIPS**

##### **Internal**

- Practice Educator
- Team Manager and Operational Service Manager.
- Colleagues within the Tier 3 CAMHS teams, Enhanced Outreach Team, district general hospitals, Psychiatric Liaison Nurses, Community Eating Disorders Service for Children and Young People (CEDS-CYP) and psychiatric inpatient units.

##### **External**

- University
- Children, young people and their families / carers.
- Education environments including schools and colleges.
- Children's Social Care.
- Local Authority staff providing services for young people.
- Voluntary organisations offering services for young people.

### **Planning and Organisation**

- To ensure patient records are maintained in line with trust policy
- To work in line with trust Lone Working Policy
- To ensure your diary is kept up-to-date
- To ensure work is prioritised in line with clinical need

### **Analytics**

- To take part in the on-going evaluation of the post and advice/ consultation model of service delivery.
- To participate in clinical or administrative audits as required.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- To develop an understanding and subsequently undertake a range of procedures and practices underpinned by theoretical knowledge or relevant practice.
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- To undertake training to be able to deliver brief interventions for a range of mental health difficulties to children and young people.
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- To develop an ability to undertake appropriate assessments, develop personalised care plans and offer interventions which are evidence-based.
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- To develop an ability to identify and discuss a range of health and social care needs with service users, carers and other professionals.
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- To develop the ability to co-ordinate packages of care and interventions, underpinned by the principles of the Recovery Care Programme Approach (RCPA).
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- To identify realistic and measurable goals /targets utilising evidence based

approaches.

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- To provide support and advice to service users, carers, colleagues and other professionals.
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- To provide other healthcare professionals with specialised advice regarding mental health issues.
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- To evaluate and reflect upon the quality of care given and the goals achieved.
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- Be responsible for maintaining and influencing professional standards in relation to government policy, frameworks and Trust directives.

#### **Policy, Service, Research & Development Responsibility**

- To participate in CAMHS Clinical Governance, as appropriate.
- To participate in regular multi-disciplinary team meetings and wider multi-agency partnership work.
- To participate regularly in the agreed systems for supervision.
- To participate in projects/professional groups as delegated.
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#### **Responsibility for Finance, Equipment & Other Resources**

- To keep allocated IT and telephonic equipment safe and secure as per trust policy
- To ensure expenses are submitted in line with trust policy

#### **Responsibility for Supervision, Leadership & Management**

- Develop a responsibility for own learning, keeping up to date with research, development and policies.
- To undertake the full range of mandatory training as required by the Trust, and take personal responsibility for ensuring this is kept up to date.
- To ensure accurate records of learning are kept using the designated systems and procedures.
- To maintain standards of conduct and dress in line with professional accountability and role within the Trust.
- Be aware of and work within Safeguarding Children legislation and policies.

#### **Information Resources & Administrative Duties**

- To make accurate observations and recordings, using Rio (electronic patient recording system).

#### **Any Other Specific Tasks Required**

- Attending meetings as appropriate.
- Fulfilling duties of weekly timetable including any 'out of hours' responsibilities.
- Duties as instructed by your manager or appropriate authority.
- This job description co-exists alongside the Social Worker Degree

Apprenticeship handbook for the relevant training provider (which is supplied separately)

By the end of the apprenticeship, the post holder will need to meet the requirements of and successfully register with the relevant professional body in order to be able to apply for a qualified post.

## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<b><u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u></b> <ul style="list-style-type: none"> <li>Outstanding care</li> <li>Listening and leading</li> <li>Working together</li> </ul>	E E E	Interview & Application form
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <u>Evidence of Qualifications required</u> <p>Maths GCSE Grade C/4 or certified equivalent</p> <p>English GCSE Grade C/4 or certified equivalent</p> <p>Demonstrate the potential to study at undergraduate degree level</p> <p>International English Language Testing Systems (IELTS) communicating and comprehension at Level 7 (if English is not first language)</p>	E  E  E  E	Interview and application form
<b><u>KNOWLEDGE</u></b>		
<b><u>EXPERIENCE</u></b> <p>Previous experience in mental health or social care setting</p> <p>Experience of multi-agency working.</p> <p>Experience of working with children and young people.</p> <p>Experience and understanding of Safeguarding Children and other relevant legislation and policies</p> <p>Experience of undertaking assessments</p>	E  D  D  D  D	
<b><u>COMMUNICATION SKILLS</u></b> <ul style="list-style-type: none"> <li>Empathy and ability to communicate and engage with client group and families/carers.</li> </ul>	E	

<ul style="list-style-type: none"> <li>• Effective communication with colleagues at all levels within the organisation and external organisations.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to work independently and as a member of a multi-disciplinary team</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to evidence understanding and importance of safeguarding and child protection</li> </ul>	E	
<b>Analytical &amp; Judgement Skills</b> Able to work effectively under pressure.	E	
<b>PLANNING &amp; ORGANISING SKILLS</b>  Excellent organisational skills, ability to manage own time and plan timed activities, including building in travel time to and between appointments.  Good level of computer literacy  Flexible and adaptable to meet the needs of the patients.	E     E  E	
<b>PHYSICAL SKILLS</b> <ul style="list-style-type: none"> <li>• Required to use appropriate level of Personal Safety techniques to deal with challenging clients or incidents</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Physical dexterity required for basic keyboard skills</li> </ul>	E	
<b>OTHER</b>  Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service.	E	
<b>SUPPORTING BEHAVIOURS</b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours: <b><u>Outstanding Care:</u></b> <ul style="list-style-type: none"> <li>• We treat everyone with dignity, kindness and respect.</li> <li>• We involve patients, relatives, carers and colleagues in decision-making.</li> <li>• I ensure that my actions contribute to outstanding care regardless of my role.</li> <li>• I admit mistakes, apologise and learn from them.</li> <li>• I champion the health, safety and wellbeing of patients, relatives, carers and colleagues.</li> <li>• I speak up when others cannot.</li> </ul>		



**Listening and Leading:**

- I lead with empathy, taking responsibility for how my emotions and actions affect others.
- I inspire others to embrace change, encouraging them to see their part in the bigger picture.
- I strive to be the best I can be.
- I value the opinions and contributions of colleagues, patients and others.
- I encourage innovation and am open to new ideas.
- I listen with interest and take action if I am able.

**Working Together:**

- I collaborate with others to achieve shared goals.
- I communicate clearly and appropriately.
- We work together to overcome challenges.
- I ask for help and always assist those in need.
- I thank colleagues for their contributions and celebrate shared successes.

I use resources effectively, treating every £ as if it were my own.

**SUPPLIMENTARY INFORMATION**

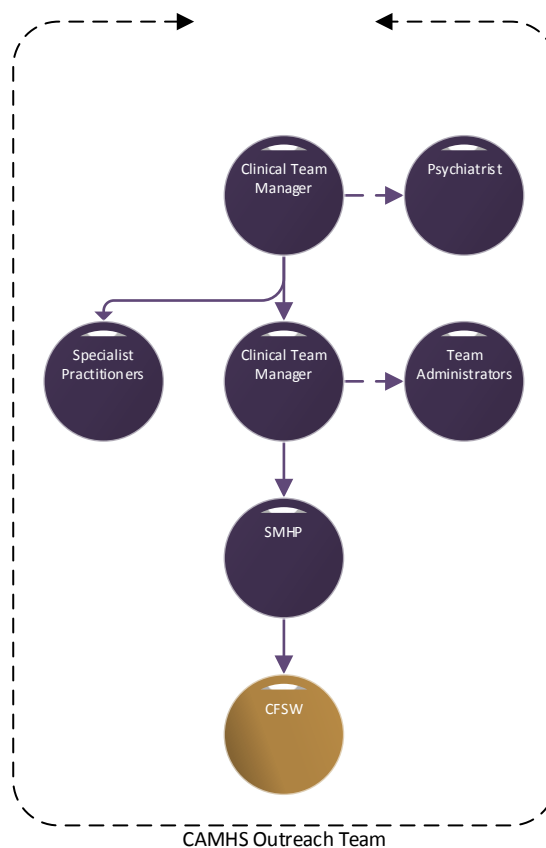
Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		x	
Working in physically cramped conditions		x	
Lifting weights, equipment or patients with mechanical aids		x	
Lifting or weights / equipment without mechanical aids		x	
Moving patients without mechanical aids		x	
Making repetitive movements		x	
Climbing or crawling		x	
Manipulating objects		x	
Manual digging		x	
Running		x	
Standing / sitting with	x		Post holder will be working using laptop/ desktop

limited scope for movements for long periods of time			at least 50% of time.
Kneeling, crouching, twisting, bending or stretching		x	
Standing / walking for substantial periods of time		x	
Heavy duty cleaning		x	
Pushing / pulling trolleys or similar		x	
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		x	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another ( give examples)	x		The role will involve post holder having to take unplanned calls and have interruptions from other colleagues
Carry out formal student / trainee assessments		x	
Carry out clinical / social care interventions	x		The post holder will be expected to conduct mental health assessments and interventions
Analyse statistics		x	
Operate equipment / machinery		x	
Give evidence in a court / tribunal / formal hearings		x	
Attend meetings (describe role)	X		Team meetings and supervision meeting
Carry out screening tests / microscope work		x	
Prepare detailed reports		X	
Check documents		X	
Drive a vehicle	x		The post holder will need to be able to move around different sites across Somerset
Carry out calculations		X	
Carry out clinical diagnosis		x	
Carry out non-clinical fault finding		x	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events		x	

Giving unwelcome news to patients / clients / carers / staff		x	
Caring for the terminally ill		x	
Dealing with difficult situations / circumstances	x		The post holder will be working in CAMHS where it is a common occurrence to be confronted with difficult situations and circumstances
Designated to provide emotional support to front line staff		x	
Communicating life changing events		x	
Dealing with people with challenging behaviour	x		Whilst not regular there are times where the post holder may be assessing individuals with challenging behaviour
Arriving at the scene of a serious incident		x	
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		x	
Excessive temperatures		x	
Unpleasant smells or odours		x	
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously	x		Yes there will be significant time where the post holder will be using VDU
Unpleasant substances / non household waste		x	
Infectious Material / Foul linen		x	
Body fluids, faeces, vomit		x	
Dust / Dirt		x	
Humidity		x	
Contaminated equipment or work areas		x	
Driving / being driven in <b>Normal</b> situations		x	
Driving / being driven in <b>Emergency</b> situations		x	
Fleas or Lice		x	
Exposure to dangerous		x	

chemicals / substances in / not in containers			
Exposure to Aggressive Verbal behaviour	x		There may be occasions where the post holder maybe exposed to aggressive verbal behaviour due to the nature of the client group that they will be working with
Exposure to Aggressive Physical behaviour		x	

### **Department Organisational Chart**



## **Department Core Purpose**

We provide intensive home treatment community support. For some young people this may involve supporting them and their families/carers to prevent admission and may also involve facilitating earlier discharge from hospital.

Interventions primarily take place in the young person's home environment, community settings and via in-reach to the local district general hospitals and inpatient psychiatric wards. We support young people with a broad range of complex difficulties, from anxiety and depression, to emotional dysregulation and high-risk distress, self-injury and suicidal ideation and intent.

In addition to this, we also provide bespoke therapeutic interventions in partnership with the CAMHS Eating Disorder Service (CEDS) to support young people and their families at meal times,

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### **Job Profile Agreement**

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			