



Job description and specification



CYPMHS Mental Health Worker Band 5



JOB DESCRIPTION

JOB TITLE: CYPMHS Mental Health Worker

BAND: 5

RESPONSIBLE TO: CYPMHS Multidisciplinary Pathway Worker

KEY RELATIONSHIPS:

Internal	External
CYPMHS team CYPMHS Care Pathway Workers CYPMHS Care Pathway Leads NELFT Staff	GPs Social Care Services Schools Voluntary Sector

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by delivering clinical interventions within individual care pathways within CYPMHS, receiving clinical supervision and support from Care Pathway Workers or a senior psychological practitioners within CYPMHS.

To routinely measure clinical outcomes and deliver evidence-based clinical interventions, both in-line with the CYP-IAPT programme within CYPMHS.

The post-holder will be a graduate qualified health care professional (e.g. nurse, social worker, occupational therapist), or will have substantial CAMHS clinical experience and where appropriate will be fully registered with the appropriate professional or regulatory body (e.g. HCPC, NMC).



The post holder will support their peers and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

Key Responsibilities:

1. The post holder will be responsible for delivering clinical interventions within individual care pathways within CYPMHS, receiving clinical supervision from Care Pathway Workers or a senior psychological practitioner within CYPMHS.
2. To routinely measure clinical outcomes and deliver evidence-based clinical interventions, both in-line with the CYP-IAPT programme within CYPMHS.
3. Promoting the mental and emotional health of children, young people and families in the community through clinical interventions in the care pathway
4. To undertake initial school based and community based assessments and to deliver a range of early interventions to children and young people with a range of emotional and psychological difficulties
5. Providing a direct service to children and young people and their families, in an accessible and less stigmatizing environment, based on the best available research evidence, within clinical governance

Leadership

1. To be part of an effective team and the development of productive working relationships throughout the Trust
2. To actively promote integrated health professional working internally and externally
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict
4. To participate in the audit process, linking in with the clinical governance agenda
5. To advise, encourage and share knowledge with other colleagues utilising the latest research and practice development, through literature and peer reviews

Clinical Skills

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols
2. The post-holder will be a graduate qualified health care professional (e.g. nurse, social worker, occupational therapist), or will have substantial CAMHS clinical experience and where appropriate will be fully registered with the appropriate professional or regulatory body (e.g. HCPC, NMC).
3. To be responsible, and accountable, for service delivery to clients/patients, via NICE compliant pathways.



4. To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes brief and longer term intervention through talking therapies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes and activity.
5. To be able to initiate referrals to other health professional specialist services and agencies.
6. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
7. To ensure practice is supported by research, evidence based practice, literature and peer review.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To promote agile working.
3. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
4. To take part, and assist, in the planning and administration relating to day to day running of the caseload.
5. To collect CYP IAPT data routinely.

Communication

1. To develop a broad range of relationships with both internal and external colleagues and partner agencies, including the voluntary sector, services users, parents and carers.
2. To have a wide range of knowledge in approaches to communicating and managing patient care.
3. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
4. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
5. Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

1. To ensure own continued professional development and support a culture of lifelong learning in self and others.
2. To undertake, and assist, in the planning of own mandatory training and workshops.
3. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
4. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Additional Information



Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability



All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

NELFT requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.



All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

For HR Use Only:

Date of template: 1 January 2015

Version: 1

For Manager Use Only:

Date last reviewed: 18 January 2018

Date to be reviewed:



Signed:.....
(Manager)

Dated:

Signed:
(Employee)

Dated:.....



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Successful completion of a graduate training (e.g. nursing, social work, occupational therapy) or equivalent substantial CAMHS clinical experience	✓		Application Form Interview
To be eligible for registration as a full member of the appropriate professional body (e.g. HCPC, NMC) where appropriate	✓		Application Form Interview
Experience			
Experience of working with difficult, disturbed or challenging children/young people requiring skilled and complex interventions	✓		Application Form Interview
Experience of working	✓		Application Form



therapeutically with parents/carers/families of children and young people with complex mental health problems			Interview
Experience of using observation (eg. In school contexts) to contribute to assessments of children	✓		Application Form Interview
Experience of carrying out generic assessment with other colleagues in the multi-disciplinary team	✓		Application Form Interview
Experience of assessment carried out autonomously in order to determine the most appropriate treatment plan from a range of options for the child/young person	✓		Application Form Interview
Experience of providing individual interventions with a wide variety of children and young people, from 3 to 19 years old- presenting problems at the most severe end of the spectrum	✓		Application Form Interview
Experience of providing clinical interventions in different cultural contexts	✓		Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Knowledge of the theory and practice of short term and long term clinical interventions in CAMHS/EWMHS	✓		Application Form Interview
Knowledge of	✓		Application Form



legislation in relation to children and adolescents and safeguarding procedures and policies			Interview
Knowledge of NHS, Social Care and Education structures, national policies and frameworks, evidence based practice including NICE guidelines	✓		Application Form Interview
Knowledge of risk management and ability to monitor and assess risk and act accordingly to ensure safety	✓		Application Form Interview
Knowledge of electronic record systems, e.g. Rio	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Ability to communicate clearly and effectively highly complex and sensitive matters to patients, which give rise to psychological distress	✓		Application Form Interview
An ability to integrate complex clinical information into a coherent formulation	✓		Application Form Interview
Skill in the ability to communicate effectively, verbally and in writing complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside	✓		Application Form Interview



CAMHS/EWMHS			
Ability to tolerate anxiety without recourse to premature action whilst appreciating the role of the supervisor	✓		Application Form Interview
Capacity to work alone, involving colleagues and manger as relevant	✓		Application Form Interview
Capacity to write clear records and observe policies, procedures and guidelines	✓		Application Form Interview
Ability to plan and organise own workload and time	✓		Application Form Interview
Ability to use outcome monitoring across all clinical work	✓		Application Form Interview
Other			
To be able to travel efficiently throughout the area	✓		Application Form Interview
To be able to work within the Professional Code of Conduct and Ethics	✓		Application Form Interview
To be able to work autonomously within the overall framework of the Trust's policies and procedures	✓		Application Form Interview
Able to form good working relationships with others in multi-disciplinary and inter-agency settings	✓		Application Form Interview
Evidence of personal resilience and aptitude for dealing with challenging, potentially distressing and highly emotional clinical work	✓		Application Form Interview

