

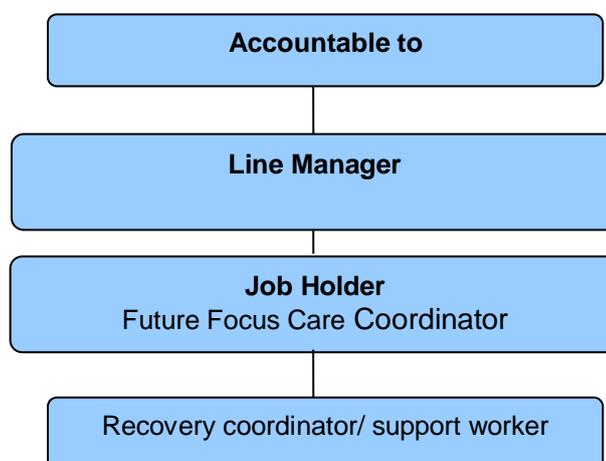
## Job Description

<b>Job Title</b>	Future Focus Care Coordinator
<b>Post ref no.</b>	To be obtained from HR
<b>Band</b>	Band 6
<b>Service area</b>	Adult Mental Health
<b>Location/Base</b>	Future Focus Team, Culture Fusion
<b>Accountable to</b>	Future Focus Team Manager

### 1. Job Purpose:

- Working in partnership with service users, carers and other partner agencies. Primarily responsible for the Care Coordination of a group of service users aged 14-35 with an 'At Risk Mental State' or who are at 'Ultra High Risk' of psychosis, who will be offered a range of short term interventions, community support, and CBT.
- To provide short term interventions and stabilisation work – to deliver psych-ed, formulate goals, and deliver CBT/DBT based change interventions.
- To assess, formulate and signpost onto appropriate services. Also, to plan and provide packages of care for individuals and their families/carers experiencing mental health difficulties including attenuated psychotic symptoms and other complex needs.
- To primarily work in the adult Future Focus team supporting over 18's accessing the service, including their families. The post may also on occasions require the post holder to care coordinate a small group of service users under the age of 18yrs.
- To fulfil all requirements of CPA Care Co-ordination.
- To also be involved in developing the service pathways to improve access to early intervention.
- Provide supervision and support to junior team members and colleagues.

### 2. Organisational Chart



### 3. Main duties:

- Accountable for the assessment and formulation of new referrals to the team. Signposting to alternative services where appropriate. Coordination of care plans for people who present with an 'At Risk Mental State', or in some cases at 'Ultra High Risk' of psychosis between the ages of 14-35.
- Lead in areas of service development to improve the identification of potential referrals to the service. Work closely with relevant teams and services, including the voluntary sector to improve access and early intervention to the service. Contribute to solutions to reduce barriers to the service. Support the evaluation of service development activities.
- Assess health and social care needs and negotiate care plans with service users, their families and/or their carers, remaining objective when working with diagnostic uncertainty.
- Deliver and administrate care plans in partnership with multi-disciplinary colleagues and a range of health and social care agencies, within the CPA structure.
- Engage service users and carers assertively and offer care/interventions within the least restrictive setting in normal community environments.
- To develop and maintain therapeutic relationships with service users and their families and carers who may at times be in situations of emotional distress.
- To provide an age, culture and gender sensitive service.
- Offer a range of evidence based interventions and proactive risk management approaches to help the service user and their family to reduce and manage symptoms, high risk behaviour and other potentially disabling effects of their symptoms and enable, as far as possible, full and sustained recovery.
- To ensure Bradford and Airedale Child Protection Guidelines and procedures are fully implemented and understood by self and others. To ensure the safety needs of children are met at all times and take appropriate action when a child is felt to be at risk.
- Monitor treatment, support concordance and ensure prompt action is taken to alleviate unwanted effects. Support medication management where appropriate.
- Provide access to and ongoing psycho-education regarding experiences of attenuated psychotic symptoms to service users and families.
- Develop and maintain effective working relationships and networks with colleagues within mental health services, primary care and other partner agencies
- Ensure basic needs are addressed i.e. housing, income, support in accessing education/training etc.
- Recognise the developmental needs of service users and enable a vocational/educational assessment within a specified time of their contact with the service.
- Provide interventions and work with other disciplines/agencies/teams in the care of service users experiencing co-morbid problems with substance use/misuse

- Engage the service user and their family in relapse prevention and crisis planning and provide and coordinate interventions that maximise the service users' ability to resolve crises, remain at home and avoid the need for hospitalisation.
- Deliver a flexible and responsive service through working practices that are dictated by service user/carer need and contribute to the provision of service continuity outside of normal working hours when necessary.
- If hospitalisation becomes necessary, provide regular, formal, joint inpatient review to ensure the service user is transferred/discharged to the lowest stigma/least restrictive environment as soon as clinically possible.
- Active involvement in developing early detection strategies with a range of agencies and in developing public awareness of at risk mental states.
- Provide specialist training for workers in primary care, education etc. in the early detection of at risk mental states.
- To gain and maintain up to date knowledge of this specialist area and comply with professional requirements for the maintenance of professional registration.
- Maintain accurate and up to date records utilising electronic media as necessary.
- To recognise own personal limitations and seek help when necessary.
- Provide teaching/training, mentorship and educational supervision to colleagues, junior staff and students and support the development of a working environment that is conducive to learning.
- Work within and contribute to the formation of service policies, protocols and standards of care.
- Partake in and maintain team audit and research activities and provide and collate information relevant for performance management measures.
- Maintain standards of professional conduct at all times and observe the legal requirements of the MHA (1983); meet the requirements of the MHA Code of Practice and observe relevant codes and acts at all times.

#### **4. Working as part of a Team**

- To actively contribute to a team model of skilled assessment, MDT decision making and assertive care delivery
- Ensure a high standard of communication is maintained with other care coordinators and MDT colleagues at all times
- To contribute to shared decision making and shared risk management/tolerance
- Seek advice and support from your line manager whenever necessary

#### **5. Managing Self**

- Participate in regular caseload management and clinical/professional supervision
- Attend all mandatory training

- Participate annually identifying, developing and agreeing your own development plan with your line manager using the Trust Appraisal process
- Comply with all Trust policies, procedures and protocols
- Pay regard to materials and equipment
- Carry out duties with due regard to the Trust's Equal Opportunity Policy
- Seek advice and support from your line manager whenever necessary

## **6. Staff Supervision and Support**

- Provide clinical/professional supervision to colleagues where appropriate
- Initiate and undertake appraisal with junior colleagues.
- Supportively manage the workload of junior colleagues.
- Provide teaching/training, mentorship and educational supervision to colleagues, junior staff and students and support the development of a working environment that is conducive to learning.

## **7. Financial Responsibility**

Pay regard to materials and equipment and the belongings of service users

## **8. Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

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## **9. Core Values:**

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

### **Our Purpose**

To create connected communities and help people to feel as healthy as they can be at every point in their lives

### **Our Vision**

To connect people to the best quality care, when and where they need it and be a national role model as an employer

### **Our Values**

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

## **Our Goals**

### **Our services**

- To provide seamless access to the best care
- To provide excellent quality services

### **Our community**

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

## **Core Statements:**

### **1. Infection Control - All clinical and non-clinical staff groups**

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

### **2. Risk Management**

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

### **3. Health and Safety**

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

### **4. Patient care**

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

### **5. Information Management**

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

### **11. Version Control:**

<b>Change details</b>	<b>By whom</b>	<b>Date requested</b>	<b>Approved by</b>	<b>Agreed date</b>
Updated	Razia Akhtar	09/04/21		
Core Values - as requested by BDCFT		04/05/18		
Core Values – as requested by BDCFT	JB	11/04/19		

<b>Job title: Future Focus (formerly ARMS) Care Coordinator</b>			
<b>Post ref:</b> from HR			
<b>Band:</b> Band 6			
<b>Service area:</b> Early Intervention Service			
<b>Location/base:</b> Culture Fusion			
<b>Job purpose:</b> Working in partnership with service users, carers and other partner agencies. Primarily to take referrals of service users between the age of 14 to 35 years, with an At Risk Mental State, or vulnerable to developing psychosis, to assess, formulate and signpost onto appropriate services. Also, to plan and provide packages of care for individuals and their families/carers. To fulfil all requirements of CPA Care Coordination. Lead in areas of service development to improve the identification of potential referrals to the service. Provide supervision and support to junior team members and colleagues.			
<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>	<b>How Identified</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Professional qualification in mental health nursing, social work, occupational therapy.</li> </ul>	<ul style="list-style-type: none"> <li>Degree level education</li> </ul>	Application Form Interview Certificates
<b>TRAINING</b>	Training in short term therapeutic skills – either DBT or CBT based.	<ul style="list-style-type: none"> <li>Training in assessment of mental health needs</li> <li>Training in Psychosocial Interventions</li> <li>Training in Early Intervention in Psychosis</li> <li>SLIP course (for Mental Health Nurses)</li> <li>CAARMS assessment training</li> </ul>	Application Form Interview

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Candidates with professional qualifications (such as RGN, occupational therapist or social worker) with substantial experience of care coordination in a mental health service.</li> <li>• Experience of working with adults and young people or children with serious mental health problems</li> <li>• Experience of working as part of a multidisciplinary team</li> <li>• Experience of working in a community setting</li> <li>• Experience of care coordination under the care programme approach</li> <li>• Experience of service development activities.</li> <li>• Experience of working with BAME service-users and families</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Early Intervention Service/specialist psychosis service</li> <li>• Experience of working in a mental health team</li> <li>• Experience of working with people who use/ misuse substances</li> <li>• Experience of working with families.</li> <li>• Experience of providing teaching/ training</li> </ul>	Application Form Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Early Intervention in Psychosis and At Risk Mental States related to psychosis</li> <li>• Up to date knowledge of the principles and practice of the Care Programme Approach.</li> <li>• Understanding and awareness of the issues relevant to young people experiencing mental health difficulties</li> <li>• Understanding and awareness of the issues relevant to the BAME community</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the population within the Bradford and Airedale area and its specific needs.</li> <li>• Understanding of the specific service user group of people with an At Risk Mental State</li> </ul>	Application Form Interview

	<ul style="list-style-type: none"> <li>• An understanding of mental health services and pathways</li> </ul>		
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Assertive Engagement</li> <li>• Assessment</li> <li>• Formulation including MDT discussion and formulation</li> <li>• Care planning/coordination</li> <li>• Intervention</li> <li>• Risk Management (including judgement skills)</li> <li>• Relapse prevention</li> <li>• Commitment to developing the service and joint working</li> <li>• Clear and concise written and verbal communication skills</li> <li>• Ability to prioritise work</li> <li>• Commitment to developing research and audit skills</li> <li>• Commitment to developing supervision skills</li> </ul>	<ul style="list-style-type: none"> <li>• Use of formal assessment schedules especially the CAARMS assessment.</li> <li>• Cognitive, behavioural interventions</li> <li>• Family interventions</li> <li>• Supervision skills</li> <li>• Skills required for engaging with children and young people</li> <li>• Skills required for engaging with people from BAME communities.</li> <li>• Community language skills such as Urdu or Punjabi</li> </ul>	Application form Interview
<b>ATTITUDE/APPROACH</b>	<ul style="list-style-type: none"> <li>• Demonstrates values and attitudes necessary for modern mental health practice in an early intervention service</li> <li>• Demonstrates leadership ability, including developing ideas to benefit the service</li> <li>• Able to work on own initiative, without direct supervision and recognise own</li> </ul>		Application form Interview

	<ul style="list-style-type: none"> <li>limits</li> <li>• Able to integrate and work within a multi-disciplinary team, and alongside other services</li> <li>• Able to work flexibly and deliver a service through working practices that are dictated by service user/carer need</li> <li>• Car user</li> <li>• Demonstrate commitment to equality and respect for diversity.</li> <li>• Evidence of continuous professional development.</li> <li>• Willingness to receive supervision and undergo further training and development as necessary</li> <li>• Adherence to all aspects of the Data Protection Act 1998 and PCT confidentiality policies</li> </ul>		
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>• Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)</li> </ul>		Occupational Health Screening
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• <b>BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.</b></li> </ul>		Application Form Interview

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