

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Social Worker – Dual Diagnosis
<b>BAND</b>	7
<b>RESPONSIBLE TO</b>	Associate Director, Social Care
<b>ACCOUNTABLE TO</b>	Associate Director, Social Care
<b>BASE</b>	Area based
<b>HOURS OF WORK</b>	37.5 hours per week – worked flexibly in response to the demands of the service.

## ROLE SUMMARY

You will work as a Senior Social Worker based in the community teams in either Mid, North East, South or West Essex and work with the Essex Drug and Alcohol Partnership (excluding Southend and Thurrock) a minimum of one day a week, and community mental health services leading on the delivery and provision of an integrated service for people with co-existing substance misuse and mental health problems. This will require joint assessments with Crisis teams, Community Mental Health Services, Criminal Justice, Essex Drug and Alcohol Partnership which includes third sector agencies to ensure that service users with multiple needs are not passed from one service to another.

Integral to your role will be whole family working and a multi-agency ethos, underpinned by a non-judgmental attitude and approach. You will be expected to lead on the collaboration with key partner organisations, service users, clinicians and other practitioners within the multi-disciplinary services providing a flexible approach to meet the needs of service users and their families. Evening working may be required to meet the needs of service users and families and meeting in non-stigmatising environments.

You will take a role in the development of service delivery and social work practice, consultancy and raise awareness to local staff working in mental health and substance misuse services. You will also actively practice as an AMHP, undertaking Mental Health Act (MHA) assessments and other allocated work in relation to service users with a range of mental health problems and engaging with their carers so that, within the legislation, appropriate action is taken. This includes attending and supporting the QAF Quality Assurance Forum.

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You will be responsible for communicating with both service users and their families, trust staff, advocates and other agencies internal and external. This will include (but is not limited to) Essex County Council, Commissioners, Third Sector, Police and HM Prisons. In delivering your duties you are expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.

## **KEY RESPONSIBILITIES**

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

The dual diagnosis worker is expected to be proactively present in the mental health teams and drug and alcohol partnership offices, where they can then discuss cases, signpost and hold a transient caseload of dually diagnosed patients if required

### **Core Clinical Support**

- To support engagement with the community mental health services, Essex Drug and Alcohol Partnership staff and criminal justice staff in their assessment and interventions where co-existing problems exist.
- To co-work and support cases where there are co-existing problems and/or a need for services from multiple departments/agencies both within and outside the organisation.
- To lead on raising awareness and promoting better understanding amongst substance misuse and mental health staff and the wider partnership of the issues and risks associated with co-existing problems and what interventions work in order to improve practice.
- To implement and maintain processes, in agreement with senior colleagues, that promotes effective communication and joint working between substance misuse and mental health services.
- To implement innovative service development and delivery in what can be a contentious and conflicting agenda.
- To lead the work with colleagues (community mental health services, Essex Drug and Alcohol Partnership and criminal justice) to achieve service objectives.
- To offer expert clinical support, informed by evidenced based practice, to achieve skilled intervention where co-existing problems are a feature.
- To be the key link on the provision to all services and to deliver consultation and support to all of the mental health services, and Essex Drug and Alcohol Partnership and criminal justice.
- To provide short term interventions with service users and families using motivational interviewing techniques, looking at being solution focused. For up to 8 weeks.
- To ensure consistent attendance at key partnership and local meetings. Including: Joint Clinical Meeting; High Intensity User Group Forum and local Community Mental Health Team Meetings (join for section on Dual Diagnosis).
- Collect data on activity, demographics and outcomes as agreed with senior management, analyse trends and implement changes as required in practice.
- To participate in workshops and training sessions in the relevant area for other staff

in areas of practice development and skill enhancement. To be done in conjunction with the Clinical Leads for Dual Diagnosis.

- To work with the Area Managers across the Essex Drug and Alcohol Partnership areas to ensure that their staff are able to access the specialist support and advice required to guarantee the effective management of risk in cases within their areas.
- To ensure that all people presenting with co-existing mental health and substance misuse problems receive a service that reflects the organisation's commitment to improving health outcomes.
- To work within accepted standards of customer care and to provide a respectful and sensitive service at all times.
- To work in a manner that recognises the diversity of the population and that particularly responds to the needs of women, people from minority ethnic groups and people with disabilities.
- To keep up to date and cascade research findings and new thinking within the relevant field.
- To identify training needs and to be aware of self-development needs.
- Able to robustly assess holistically.
- Undertake risk assessments and support developing risk management plans. Able to support positive risk taking.
- Establish appropriate professional relationships with service users, their families and other professionals to enable effective partnerships in the provision of services.
- Where appropriate to act as a lead for the team in areas of social care for example knowledge around the MHA and develop knowledge and skills locally.
- Practice as an AMHP as required, responding effectively to referrals and enquiries. When operating as an AMHP you must be able to work in accordance with the relevant legislation, (including the Mental Health Act 1983, the Mental Capacity Act 2005, Deprivation of Liberty Safeguards 2009 and related Codes, the Human Rights Act 1998, Equality Act 2010 and local policy. You must also fully comply with the Mental Health AMHP Regulations 2008.
- To work with the consultant social worker within the area to ensure effective delivery of s75 performance objectives.
- Prepare and present clear, assessment and other reports as necessary to set out the basis of decisions made in respect of service users. Maintain all records to a high standard in accordance with relevant legislation, policy and procedures. Provide information, written assessments, reports and statements to support other service professionals, managers and agencies in making decisions related to care. Provide specialist reports to Mental Health Review Tribunals and Home Office for service users subject to the Mental Health Act.

### **Core Non-Clinical Support**

- To be responsive to the development of new EPUT, commissioner and tertiary sector services, and to ensure understanding and development of new services and their delivery.
- Be able to work flexibly across areas and teams as required by the service.
- To supervise allocated supervisees who may be either staff or students.
- Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.
- Be proficient with IT and be able to use Trust systems to accurately record in line with Trust policy/Use IT systems relating to client information, complying with practice requirements, legislation and local policy relating to data protection.
- Be a Theseus representative.

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- To use all relevant recording systems effectively and appropriately such as Theseus, Paris, Mobius and HIE.
- Develop own knowledge and practice and contribute to the development of policy and evidence based practice.
- To link in with the local audit groups to facilitate and undertake local audits to ensure delivery of excellent service.
- Actively support social work development forums and encourage social work staff within the team to attend
- To participate in providing informal and formal training to staff.
- Contribute to multi-disciplinary team working, and participate in team meetings
- Act as link worker advising other professionals relating to specific areas of expertise
- Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.

## **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures, including the Dual Diagnosis Training and relevant drug and alcohol training.
- To participate in the staff appraisal process.
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; Monday to Friday, 9 am to 5 pm (excluding bank holidays).

## **PROFESSIONAL DELIVERY FRAMEWORK**

In addition to core clinical and non-clinical support, the following are additional key activities identified as being necessary to the role in the delivery of your normal day-to-day activities.

- To fully participate in professional and peer supervision arrangements for the Service.
- To take full personal responsibility for meeting all Professional registration requirements with HCPC and AMHP Regulation requirements and NEP re-approval arrangements, to ensure ongoing and uninterrupted approval, which remains a requirement of this post at all times.
- Participate in Post Qualifying training and regular professional development programmes.
- To ensure continuous professional development in line with the AMHP role and provision of quality care.

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- To fully engage with professional social work supervision and AMHP supervision.
- Complete Mandatory Training in line with the Trust Policy
- Receive annual appraisal
- Undertake training relevant to Senior Social Worker Band - competency framework
- Take all allocated annual leave
- Receive management supervision
- To participate in training relevant to service requirements/activity.
- As and when required, participate in file scrutiny work.
- Participate in SI investigations, disciplinary and grievance procedures plus any relevant investigations in line with Trust policies
- Act as Safeguarding Champion.

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# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.  
We will **enable** each other to be the **best** that we can.  
We will work together with our **partners** to make our services **better**.  
We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

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## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data,

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including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **PRACTICE ASSESSORS AND PRACTICE SUPERVISORS**

As a band 5 and band 6 Nurse you will be responsible and applicable for the following:

As a minimum requirement all clinical band 6's will be expected to undertake the duties of a Practice Assessor for students placed within the trust, and will be able to act as Practice supervisors for students placed within their area of work.

As a minimum requirement all clinical band 5's will be expected to act as Practice supervisors for students placed within their area of work. With the opportunity to also be trained to act as a Practice Assessor for students placed within the trust.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used

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throughout the NHS. The unauthorised use of disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line

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manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**