

## JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DETAILS

**JOB TITLE:** Senior Mental Health Practitioner

**BAND:** 6

**LOCATION:** Birmingham

**DEPARTMENT:**

**HOURS OF WORK:** 37.5

**ON CALL/OUT OF HOURS:** YES / NO

**ACCOUNTABLE TO:** Head of Nursing

**RESPONSIBLE TO:** Clinical Team Manager

**DIRECTORATE:** Early Help

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

#### Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

#### Our vision:

To be a world-leading team providing world-leading care.

#### Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

#### Our values:

- Ambitious
- Brave
- Compassionate

## JOB SUMMARY

Working closely with the partners across the Early Help locality hubs, the post holder will provide a screening, training, intervention and consultation service to education, social care and health teams across Birmingham, enabling children and young people to access help with their mental health at the earliest opportunity.

The post will require clinical competence in assessing the mental health needs of children, young people and young adults, care planning, delivering therapeutic interventions and risk planning. Consultation to professionals will also be required alongside the delivery of training to professionals as part of the wider STICK service.

### **Principal duties in this respect will include:**

- Acting as a communication link between Education, Children's Social Care, providers and Forward Thinking Birmingham. Providing liaison and consultation to a range of providers, (family support, health, education, police) and assisting professionals to triage & assess appropriate packages of care to meet the mental health needs of children, young people and their families.
- Supporting and strengthening Forward Thinking Birmingham provision in relation to early identification and intervention for children and young people with mental health & family support needs.
- Contributing to the development and implementation of Birmingham Childrens Partnership locality plans and initiatives particularly those focused on early intervention and prevention within a range of settings.
- Improving appropriate access to Early Help in Forward Thinking Birmingham through provision of assessment and treatment in locality hubs and places of education
- Contributing to the identification of training needs of staff / workers within the locality hub provision. Subsequently developing and providing child, adolescent and young adult mental

## KEY RESPONSIBILITIES

### Clinical and Professional duties

#### Key activities:

- To develop the knowledge & skills in mental health promotion of front-line professionals working in educational settings through consultation, liaison, training and joint working. This will include professionals such as social care, voluntary sector, teachers, designated safeguarding leads, SENCO's, learning mentors and children centres.
- Providing autonomous mental health assessments and treatment plans for children and young people who have been identified as requiring support with their mental health
- Providing consultation to a range of professionals across the locality hubs
- Developing new therapeutic resources that can be used both by the wider STICK team and also by partners across the city
- To promote collaborative multi agency working practices by providing information and training regarding mental health services
- To facilitate and support parents/carers, children and young people/adults to engage in appropriate services.
- To promote good emotional health of children 0-25 years old and their parent/carers
- To deliver brief therapeutic interventions and group interventions to a caseload of children, young people and young adults
- To ensure that children with complex mental health presentations access specialist Forward Thinking Birmingham services appropriately.
- Participating, and where appropriate co-ordinate, multidisciplinary meetings.

- Where appropriate, to work jointly with other team members in the provision of individual and group based programmes.
- Undertaking, if appropriate, 'project work' in respect of clinical work or a clinical problem of relevance to the service, working within clear objectives set within supervisor.
- To apply effective time management and good organisational skills in using the resources available.
- To enhance referrers and other professionals' skills and knowledge to provide appropriate information to Forward Thinking Birmingham and Children's Social Care services where there are concerns regarding a child or young person/adults wellbeing.
- Contributing to the auditing and improvement cycles of the service

#### Key Results:

- To work closely with colleagues in locality hubs, education and social care to ensure that appropriate resources are available to professionals in respect of providing The Right help At The Right Time.
- Understands how to access Forward Thinking Birmingham services, when they have mental illness concerns regarding children and young people/adults, between the ages of 0 to 25 years.
- Children and young people/adults (and families/carers) are able to access mental health services that are appropriate to their needs; e.g. FTB Levels of Care, Family Support Right Help, Right time and VCS.

## Policy and Service Development

### Key activities:

- To collaborate closely with Children, Young People & Families early intervention initiatives within Forward Thinking Birmingham, Children's Social Care and the wider Birmingham Children's Partnership with other services that focus on early intervention / prevention.
- In collaboration with the Clinical Team Manager the post holder will contribute to the development, evaluation and monitoring of operational policies and services.
- To be innovative and creative in promoting new approaches to early intervention and prevention of child mental health difficulties
- To participate in the development of mental health services in other statutory and non-statutory organisations.
- In collaboration with the Clinical Team Manager the post holder will participate in the development of the STICK service across Birmingham.

## Clinical Governance

### Key Activities:

- In collaboration with the Clinical Team Manager the post holder will contribute to the development of a coherent approach to Clinical Governance within the STICK service and to participate in and lead such task groups as may be agreed to take forward particular initiatives.
- To keep adequate records of service operation in accordance with agreed Forward Thinking Birmingham information systems and to ensure the security of confidential data.
- To participate in such systems of clinical audit and quality assurance as may be agreed in respect of the STICK Senior Management Team, including for example the development of systems of assessing outcomes, for evaluating user satisfaction with services received etc.
- To collate and submit information to the Senior Lead Nurse or other relevant Senior

Lead to assist in the preparation of reports provided to Forward Thinking Directorate, the Trust, Local Transformation Board & Early Help Safeguarding Board

## Clinical supervision, teaching and training

### Key Activities:

- To promote healthy emotional development by educating professionals and parents/carers
- In collaboration with Senior Lead Nurse post holder will participate in the identification of training needs for staff working within Education and locality hubs.
- To design and deliver training to practitioners within locality hub settings on a wide range of topics involving mental health.

## Research and Development

### Key Activities:

- To contribute to research projects of benefit to the Forward Thinking Birmingham service as a whole, this might include small scale surveys, audits and contributing to research 'trials'.
- To contribute to the dissemination of information to others regarding any research / audit activity that is completed.

## Personal Development

### Key Activities:

- To participate in annual personal development / appraisal reviews with Clinical Team Manager or other relevant Service Lead.
- To undertake such programmes of personal development and further training, as may be agreed at the beginning of the appointment, and at subsequent personal development reviews.
- To maintain knowledge and skills by applying self-reflection and critical analysis throughout practice; staying up to date with current research and where appropriate applying it to practice.
- To keep up to date with national and local policies (e.g. Child Protection and Adult Safeguarding Policies), legal issues, clinical developments (e.g. NICE guidelines etc) and new initiatives.
- To receive regular supervision.
- To maintain appropriate professional registration where appropriate and adhere to professional guidelines and standards at all times.

## Working Environment

- To work alone within a range of environments with referrers, children & young people/adults, families & carers and including social care, health centres, schools family homes, residential children's homes, when appropriate.
- To be constantly aware of risk to children & young people, family members, other professionals and to self and to assess and manage high risk situations where there may be exposure to verbal or physical intimidation.
- To communicate sensitive and challenging information to parents, children & young people, family members where appropriate.

- To be able to manage your own diary due to the nature of agile working, this post will require a high level of autonomy and self motivation.

## ADDITIONAL RESPONSIBILITIES FOR ALL STAFF

### Health and Safety

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

### Confidentiality

Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information, could result in prosecution or action for civic damage under the Data Protection Act 1998.

It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right to such information.

The Trust fully upholds the Caldicott Report principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information.



## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

## **Major Incidents**

In the event of a Major Incident or Pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence, reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.

## **Risk Management**

The post-holder should be aware of the process for reviewing systems and improving them, in order to increase patient safety and improve the service provided by BCH. All staff (on permanent, temporary or honorary contracts) should have an awareness of the risk management processes and an understanding of risk management as part of the Governance agenda. This includes assessing, monitoring and managing all aspects of risk, including the planning and undertaking of any remedial action.

All staff should ensure they are aware of the Trust Risk Manual. All staff must be aware of their responsibility for reporting any adverse incidents, including “near miss” events, in accordance with the Trust’s Policy and guidance from the National Patient Safety Agency (NPSA).

## **Equality and Dignity**

The post-holder will be expected to adhere strictly to principles of fairness and equality in carrying out the role. At all times the post-holder will be required to show respect for and maintain the dignity of patients, the public and work colleagues.

The Trust will not tolerate any form of bullying or harassment, violence or aggression against its employees.

## **Safeguarding**

As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implications for your continued employment. You are required to inform the Head of Child Protection Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

## **Communication (Staff with supervisory/managerial/leadership responsibility)**

An integral part of the role of any manager or person with leadership responsibilities is to communicate effectively with their staff and colleagues. It is an expectation of this role that resources and time will be allocated to communicate fully with staff and involve them in the decisions affecting them.

Arrangements should be made to ensure that local and Trustwide matters are communicated and discussed via appropriate means i.e., team meetings, written briefings etc.

## **Induction**

It is the responsibility of every employee to participate fully in induction. This induction will be shared between FTB and Early Help Services.

A Trustwide induction course is held on the first and third Monday of each month and local induction will be provided within your own place of work.

## Appraisal and Performance Management

All staff will be expected to fully participate in the Appraisal/ Performance Management process. This obligation will include the preparation for and attendance at appraisal/performance management interviews and completion of the associated documentation.

For Consultant Medical Staff an annual appraisal and review of the Job Plan is a contractual requirement.

Failure to participate in any stage of the process will render the process 'incomplete'.

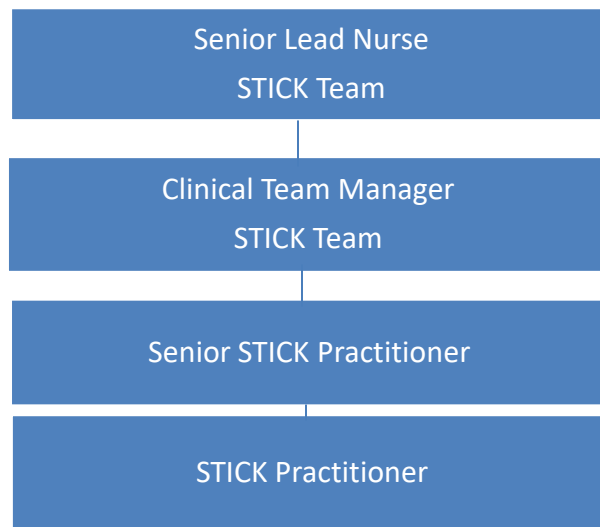
## Working Time Directive

The working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. in a 17 week period no more than 816 hours or 1248 hours in a 26 week period. To work more you must have the authorisation of your manager and you must sign an opt-out agreement that you choose to work more.

Should you have more than one job with the Trust or have a job with another employer, then the total hours worked in all your jobs should not exceed the average of 48 hours as above. You are therefore required to inform your manager if you continue to work elsewhere and the number of hours you work, or if you take up work elsewhere during your employment with the Trust.

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post. Due to the natural changes as services evolve, the responsibilities and the obligations on the post-holder will inevitably vary and develop. In view of this, the job description will be reviewed on a regular basis, will be subject to annual review in conjunction with the annual persona appraisal, and may need to be altered. Such changes will be subject to consultation with the post holder.

## ORGANISATIONAL CHART



## TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.

- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

## PERSON SPECIFICATION

**JOB TITLE:** Senior Mental Health Practitioner

**BAND:** 6

**LOCATION:** Birmingham

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Registered Nurse (RSCN, RMN, RNLD), Therapist (must be accredited), Occupational Therapist, registered social worker	Essential	A+I
Masters or post graduate qualification	Desirable	A+I
Experience within community mental health	Desirable	A+I
Experience within education/social care	Desirable	A+I

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Direct experience working with children and parents or carers in a Health, Educational or Social care setting. Relevant experience within a VCS setting would also be considered	Essential	A+I
Significant experience of assessing the mental health needs of children/young people in a community or inpatient setting	Essential	A+I
Good communication skills in range of contexts; working directly with vulnerable children, parents and carers and a wide range of professionals	Essential	A+I
Understanding of normal stages of child development	Essential	A+I

Knowledge of Safeguarding procedures and understanding of Right Time Right Service Framework	Essential	A+I
Significant post qualification experience of working within a child / family / mental health service within a statutory organisation.	Essential	A+I
Knowledge and skills of assessing child, young people/adults mental health needs.	Essential	A+I
Knowledge and skills of completing brief mental health interventions with children and young people.	Essential	A+I
Experience in providing consultation to other professional and non-professional groups.	Desirable	A+I
Experience in providing Training to other professional and non-professional groups.	Essential	A+I
Knowledge of the roles of the various professionals within statutory organisations	Essential	A+I
Experience of report writing and communicating with other professionals	Essential	A+I
Willingness to participate in further training	Essential	A+I
Experience of working with children and families from BAME communities.	Essential	A+I
Experience of working within complex organisations / systems	Essential	A+I
Knowledge of needs or mental health issues of the diverse populations within Birmingham	Desirable	A+I
Ability to participate in Research and Development.	Desirable	A+I
Excellent formulation skills	Desirable	A+I
Line management of a variety of mental health staff	Desirable	A+I

<b>Contribution to the auditing and improvement cycles of a service</b>	<b>Desirable</b>	<b>A+I</b>
<b>Skills in providing consultation to other professional and non-professional groups.</b>	<b>Desirable</b>	<b>A+I</b>
<b>Experience in providing Training to other professional and non-professional groups.</b>	<b>Desirable</b>	<b>A+I</b>
<b>Experience of multi-agency working.</b>	<b>Desirable</b>	<b>A+I</b>
<b>Knowledge of the roles of the various professionals within statutory organisations</b>	<b>Desirable</b>	<b>A+I</b>

<b>PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE</b>	<b>ESSENTIAL OR DESIREABLE</b>	<b>METHOD OF ASSESSMENT (A/I/T)</b>
<b>Knowledge of Child Protection and Adult Safeguarding policy and procedures</b>	<b>Essential</b>	<b>I</b>
<b>Knowledge of relevant legislation and key policy documents in the field of child mental health.</b>	<b>Essential</b>	<b>I</b>
<b>PERSONAL SKILLS / ABILITIES AND ATTRIBUTES</b>	<b>ESSENTIAL OR DESIREABLE</b>	<b>METHOD OF ASSESSMENT (A/I/T)</b>
<b>Good skills in the ability to communicate effectively, orally and in writing</b>	<b>Essential</b>	<b>A+I</b>
<b>Ability to work within teams.</b>	<b>Essential</b>	<b>A+I</b>
<b>Ability to be flexible</b>	<b>Essential</b>	<b>A+I</b>
<b>Self-motivating and able to work on own initiative.</b>	<b>Essential</b>	<b>A+I</b>
<b>Reliable and organised</b>	<b>Essential</b>	<b>A+I</b>
<b>Ability to work with others</b>	<b>Essential</b>	<b>A+I</b>

<b>Ability to communicate well and to form positive working relationships with professionals at all levels</b>	<b>Essential</b>	<b>A+I</b>
<b>Previous management experience</b>	<b>Desirable</b>	<b>A+I</b>
<b>Experience in developing therapeutic resources</b>	<b>Desirable</b>	<b>A+I</b>

OTHER REQUIREMENTS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
<b>Full driving license</b>	<b>Essential</b>	<b>I</b>
<b>Access to a vehicle on a daily basis</b>	<b>Essential</b>	<b>I</b>

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

**Date of JD/Person Specification:**

**Date of Review:**

**Version:**