

## **JOB DESCRIPTION**

**JOB TITLE:** Consultant Social Worker - Think Ahead Programme

**BAND:** 7

**REPORTING TO:** Think Ahead Practice specialist

**ACCOUNTABLE TO:** Associate Director of Social Care

### **Job Summary:**

Consultant Social Workers play a crucial role in preparing Think Ahead participants to become outstanding social workers. Each will share their caseload with a unit of four Think Ahead participants who are placed in a community mental health team and will provide an outstanding practice learning experience, acting as a role model for participants.

### **Consultant Social Worker role**

As leaders of a Think Ahead unit, Consultant Social Workers ( CSWs) are at the heart of this innovative new route to social work qualification.

By sharing a caseload, The CSW will act as an educator and a role model for Think Ahead participants in the workplace in Year One of the Programme. The CSW will deliver the Think Ahead curriculum to a unit of four participants during their placement in a community mental health team and will also provide practice education and supervision.

The caseload for the Think Ahead participants will be varied to reflect service users' varying needs and diagnoses and the participants' learning needs. The CSW will work intensively with the participants throughout the year to provide practice education of outstanding quality, modelling best practice to enable them to take increasing responsibility for the unit caseload as they progress through the first year of the programme.

The role is a full-time equivalent post, although if currently practicing as an Approved Mental Health Professional, the CSW will continue to carry out some statutory AMHP duties.

Working with an Academic Tutor from one of the universities partnering with Think Ahead, the CSW will continually assess participants' ability to apply social work theories, interventions and legislation in practice, ensuring that as qualified social workers they are able to make an outstanding contribution to the lives of people affected by mental ill-health.

The CSW will also meet regularly with their allocated Think Ahead Practice Specialist, who will offer bespoke coaching as well as acting as the link with Think Ahead Head Office.

## **Key Responsibilities:**

### Management of the Think Ahead unit

- SSX
- Responsible for all cases allocated to the Think Ahead unit - ensuring that effective social work support is provided in each case in accordance with relevant legislation and local and national policy
  - Role model outstanding evidence-based social work practice to Think Ahead participants
  - Evaluate the effectiveness of social work interventions using routine outcome measures

### Development of a high quality practice learning experience

- By sharing your caseload you have the responsibility to support participants on their challenging journey towards qualification as mental health social workers
- Allocate work to participants in line with their learning needs and developing practice skills
- Promote a growing degree of autonomy in participants' practice to ensure practice readiness at the point of qualification, while retaining accountability for all cases held within the unit
- Work intensively with participants as they are exposed to varied and increasingly complex casework as their placements progresses
- Work with line manager to ensure a sufficiently varied caseload, so that Think Ahead participants are best placed to become practice-ready at the point of qualification
- Provision of supervision, weekly unit case discussion and ad hoc support to participants.
- Support participants to develop leadership qualities in practice
- Delivery of coaching and action learning with participants

### Assessment and performance management

- Formal assessment of written and practical work completed by Think Ahead participants on placement, including regular direct observations of practice
- The CSW role requires highly competent analytical skills. This includes taking responsibility for marking first readiness to practice assignment and their viva

examinations. The CSW prepares 4 sets of annual written reports for each participant which are in-depth and detailed assessing all aspects of the participants progress. The CSW carries out direct observations of practice to support these reports.

- Final sign-off for participants to successfully complete the practice learning experience
- Provision of feedback to participants, addressing performance issues where required in partnership with the Academic Tutor

### Learning and development activities

- 1389
- Successful completion of the Consultant Social Worker training programme. This will involve 12 days' attendance at teaching days between April & November 2016, which may include overnight stays at the training location. Consultant Social Workers will also be required to complete assignments and other private study outside of teaching days
  - Active engagement in coaching sessions with Think Ahead Practice Specialist
  - Acting as an ambassador for Think Ahead within your organisation, raising awareness of the programme and of the models of intervention that comprise the Think Ahead curriculum

### Consultant Social Worker – Social Work Leadership Role

- 1390
- To offer support to Social workers across Community teams through Professional Social work Supervision; Case Consultation and Social Work forums. The facilitation of weekly Case Consultation sessions demands the CSW to enhance the analytical and practice skills of the participants.
  - To take a leadership role in Social Work around Professional Practice standards to include the Professional Capabilities Framework; Skills for Care- Knowledge and Skills statement for Social Workers in Adult Social care and HCPC Proficiency Standards.
  - As a senior practitioner the CSW will be required to work closely with the Clinical Leads and Team Managers to develop, promote and embed social work practice, positively reinforcing the expectations of the organisation through collaborative and dynamic management and leadership that is both supportive and encouraging.
  - The CSW needs to have excellent communication skills to manage a range of what can be highly complex relationships. There is the day to day leadership of the Think Ahead unit in partnership with relevant Managers alongside working with the Think Ahead programme and external partners. There may be times when the CSW has to take part

in high level decision making about a participant's well being and performance in the unit.

- To support the piece of national work in the Trust on the Role of the Mental Health Social Worker. The CSW role in the Think Ahead programme is a leadership role designed to develop specialist Mental Health Social Workers through a range of innovative social work interventions.
- To work alongside the Associate Director of Social Care to support any future developments in Social Work Practice. The CSW will attend network days as part of the Think Ahead programme and any other relevant events/ training opportunities so continually widening their knowledge and skills base to support Social Work development in the organization.
- The CSW has a crucial role in informing the continued development and improvement of the Think Ahead programme which takes place by constant auditing of the Think Ahead participant unit. This auditing is contributing to evaluation and research of the Think Ahead programme at a strategic level.

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## **Statement on Employment Policies**

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

- Health and Safety** Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
- Equal Opportunities** ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.
- For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
- Dealing With Harassment/  
Bullying In The Workplace** The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.
- The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.
- Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.
- No Smoking** To refrain from smoking in any of the organisations premises not designated as a smoking area.
- Alcohol** To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
- Confidentiality** As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised

person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.

To safeguard at all times, the confidentiality of information relating to patients/clients and staff.

**Data Protection Act** To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.

**Data Protection – Your Data** As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.

**Safeguarding Children** To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2006.

**Safeguarding Adults** All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.

**Service User and Carer Involvement** ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

**Personal Development** Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.

**Clinical Governance** As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-

- taking part in activities for improving quality
- identifying and managing risks
- maintaining your continuous professional development

**Professional Standards** To maintain standards as set by professional regulatory bodies as appropriate.

**Conflict of Interests**

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

**Risk Management**

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

**Personal and Professional Development/Investors in People**

The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.

## **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.



## PERSON SPECIFICATION

**Job Title: Consultant Social Worker- Think Ahead programme**

**Locality: Bedfordshire and Luton**

Factors	Essential	Desirable	How Tested
Educational/Qualification	<ul style="list-style-type: none"> <li>• social work qualification at degree level and current HCPC social work registration</li> <li>• aptitude and intellectual curiosity for further study at post-graduate level</li> <li>• Practice Educator Professional Standards Stage 2 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Post-qualification CPD in social work practice and/or training and leading others</li> <li>• Approved Mental Health Professional/ Best Interest Assessor</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• knowledge of relevant legislation and policy, with the ability to apply this knowledge to practice</li> <li>• experience of supervising or mentoring other practitioners</li> <li>• awareness of theories, models of intervention and research activity that underpin best practice in adult mental health social work</li> </ul>		Application form/ interview

	<ul style="list-style-type: none"> <li>• significant social work experience in community mental health settings</li> <li>• highly skilled in mental health social work with individuals, groups and communities</li> <li>• excellent risk assessment and risk management skills</li> <li>• ability to employ own knowledge, experience, practice skills, networks and values to create a rich and inspirational learning experience</li> <li>• confidence in critically and constructively reflecting on others' social work practice</li> <li>• excellent analytical, influencing and negotiation skills</li> <li>• excellent written and verbal communication skills</li> <li>• IT literacy</li> <li>• DBS clearance</li> <li>• full driving licence and access to a car for business use</li> </ul>		
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<p>Knowledge /Skills</p>	<ul style="list-style-type: none"> <li>• A thorough working knowledge of the Mental Health Act 1983 and subsequent amendments, and the Mental Capacity Act 2005.</li>   <li>• Highly developed organisational skills, able to prioritise workload and delegate effectively.</li> </ul>		
<p>Personal Qualities</p>	<p>We expect Consultant Social Workers to role-model the personal qualities that we expect of our participants:</p> <ul style="list-style-type: none"> <li>• <b>Initiative:</b> the ability to demonstrate initiative, engage others and enable them to achieve their goals.</li> <li>• <b>Adaptability:</b> resilience and flexibility in changing circumstances with the ability to work under pressure and deal with uncertain or unexpected outcomes. Managing workplace stress, an organised work style and the ability to prioritise to meet deadlines are also important.</li> <li>• <b>Motivation:</b> a personal commitment to improving people's lives through better mental health, with an understanding of the positive impact of social work and Think</li> </ul>		<p>Application form/ interview</p>

	<p>Ahead's mission.</p> <ul style="list-style-type: none"> <li>• Be able to demonstrate commitment to the professional capabilities as described in the PCF for Advanced Social workers.</li> <li>• <b>Relationship building:</b> Empathy and respect for all individuals, with the ability to build relationships and understand people's motives and perspectives.</li> <li>• Committed to equal opportunities, and equality and diversity issues.</li> <li>• Anti-discriminatory and anti-oppressive practice.</li> <li>• <b>Problem-solving:</b> The ability to objectively analyse situations, using evidence and clear judgement to generate effective solutions.</li> <li>• <b>Self-awareness:</b> The ability to understand, and reflect critically on, both your own personal development and how your actions affect others.</li> <li>• <b>Communication:</b> The ability to collaborate with and influence a wide range of people, in person and through written communication.</li> </ul>		
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