

**Children and Young People Directorate**

**JOB DESCRIPTION**

<b>Job Title:</b>	Mental Health (OT/Nurse/Social Worker) Practitioner
<b>Pay Band:</b>	5
<b>Department/Base:</b>	Child and Adolescent Mental Health Specialism (CAMHS)
<b>Directorate:</b>	CYP Specialist Services
<b>Responsible to:</b>	Identified Clinician/Team Lead/Operations Lead
<b>Accountable to:</b>	Service Manager
<b>Job Summary:</b>	To deliver a wide range of clinically supervised interventions to children/young people, who are experiencing a range of mental health presentation, across the county. To work through an integrated and multidisciplinary approach, within the Children's Response Team, providing a range of short term crisis and home treatment interventions identified children/young people, and their families/carers.

**Key Responsibilities:**

- To work within the designated Team, according to the Team practices, ethos and responsibilities.
- To support the delivery of services to support children/young people to be maintained within the community and lower level mental health services, under the supervision of a senior member of staff.
- To assess, develop, implement and evaluate episodes of care/care packages to children/young people and their families/carers, under the supervision of senior colleagues.
- To assist with prompt and efficient psychiatric assessments, and treatment, for children/young people who need additional support on top of community packages, by offering a home treatment pathway.
- To be actively involved in case load management supervision, clinical supervision and clinical audit within the team.

- To monitor outcomes using accepted outcome measures, and ensure these outcomes are fed back to children/young people and their families/carers appropriately.
- To establish priorities in workload in partnership with senior staff and ensure effective use of time and resources.
- To work on own initiative with significant autonomy in terms of on the spot clinical decision making, using analytical skills and complex facts, ie. suicide risk/child protection, using appropriate supervision opportunities to support decision making.
- To carry a case load of appropriate complexity, under effective supervision and guidance, and to work effectively and according to NICE guidelines to improve outcomes for children/young people
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adults' health procedure and local guidelines.
- Confident in decision making regarding the sharing of information with other professionals/agencies, with regard to risk, confidentiality and patient consent.
- To participate in service audit evaluation and review.

## **1. Communication Requirement**

- To maintain a high standard of confidentiality and work within the Trust's Policies and Procedures.
- To demonstrate competency in all aspects of clinical communication, and able to show a commitment to further developing these skills.
- To recognise potential areas of conflict or difficulties; to know when to resolve and which channels to refer to if outside own scope, to feed back to line manager as necessary.
- To be able to adapt to barriers in communication that service users and others may present with e.g. emotional, psychological and physical, utilising a high level of skill.
- To build collaborative relationships with service users and significant others that will promote engagement in the therapeutic process.
- To demonstrate increasing experience of working in partnership with service users, carers and other agencies.
- To ensure all referrers and involved agencies are kept fully informed of care plans, reviews and changes in treatment or circumstances.

- To support and use networks of staff working in other agencies.
- To ensure attendance at, and appropriate and professional expression of relevant clinical opinions into team discussions and daily work.
- To maintain detailed, accurate and up to date records in line with Trust Policy and use Trust information systems to support own practice.

## **2. Personal Development**

- To participate in the Trust's Supervision and Appraisal processes.
- To attend identified supervision, peer support, clinical and team meetings, as appropriate.
- To demonstrate evidence of continuous personal and professional development.
- To monitor own interventions and effectiveness, sharing this information with others.
- To provide and respond to feedback constructively and appropriately, raising any issues where appropriate to clinical supervisor or line manager.
- To demonstrate a good understanding of accountability and responsibility.
- To be aware of Trust wide and national initiatives within area of work and participate as required.
- To integrate theory/knowledge into clinical practice.
- Actively seeks out and participates in clinical supervision, managerial supervision, and appraisal processes, and able to provide these to junior staff if appropriately skilled and experienced.
- To demonstrate up to date knowledge, skills and continual improvement by identifying own strengths and weaknesses, taking responsibility for own continuing development with support of senior staff, participating in self-study, learning opportunities, individual and peer supervision, acting as a role model for students, where appropriate.
- To ensure up to date personal awareness and knowledge of Trust wide issues and directives, applying the knowledge in the workplace, including attending appropriate directorate briefings and meetings.
- To participate in relevant training as required.

## **3. Health and Safety**

- To demonstrate appropriate judgement in unpredictable situations of risk and manage these in a safe, professional and holistic manner using risk

assessment and management plans and understand the need to seek appropriate advice and support.

- To maintain a safe office environment, in line with Health and Safety legislation.
- To be vigilant of security issues across the building.
- To report lost swipe cards to main reception.
- To report maintenance issues to main reception or estates.
- To be aware of the fire evacuation procedure for the building.

#### **4. Management Responsibilities**

- Is able to provide supervision to junior staff ,if appropriately skilled and experienced.
- To assist in the supervision of appropriate students, and to assist/provide feedback as appropriate to the relevant parties.
- To be responsible along with other CAMHS staff for the training of new staff and students.

#### **5. Leadership Components**

- Will be able to demonstrate a working knowledge of clinical, teaching and leadership skills and can increasingly demonstrate evidence to support same.
- To act as a positive role model, providing support to other team members.

#### **6. Clinical Skills**

- To use professional skills and knowledge to develop and maintain therapeutic relationships with children/young people and their families/carers, whilst developing and maintaining professional boundaries.
- To be young person and family focused, working collaboratively with key partner organisations, clinicians and other practitioners within the multi-disciplinary team.
- To maintain a commitment to person centred care and to promote the use of the recovery model where appropriate.
- To participate to the development of the service applying NICE guidelines through Clinical Governance and professional standards.

- To be able to demonstrate knowledge of Clinical Governance and CPA and demonstrates the ability to apply them in practice.
- To effectively manage appropriate prioritisation of own workload.
- To be an effective team member, working alongside other administration staff and clinical/managerial colleagues.
- To be flexible and adaptable in approach to all work duties.

## **7. Information Processing**

- To use Microsoft Office programmes, including Outlook, Word, Powerpoint, and Excel on a daily basis.
- To utilise available information technology and communication systems within area of work.
- To update and maintain correct ePEX data for service users, including amendments to personal details.
- To maintain information regarding appointments on a daily basis, and to ensure that electronic calendars are kept up to date and in good order.

## **8. Education, Experience and Workforce Development**

- Holds a recognised professional qualification RMN, RN (Mental Health), Dip COT or BSc/degree/SW Dip or able to demonstrate equivalent skills, knowledge and experience to be comparable.
- Able to demonstrate up to date knowledge of service user developments in relation to therapeutic interventions and knowledge of therapeutic approaches to care.
- Will maintain current specific professional and legal standards of practice in accordance with professional codes of conduct.
- Will take responsibility to ensure maintenance of professional registration by meeting specific professional standards and adhering to codes of practice.

## **9. Other Specific Roles**

- To be able to work weekends and evenings, as required.
- To be able to travel easily across county, and to work from a variety of CAMHS sites, and community settings.
- To assist with the cover of colleagues during absence due to sickness and holidays.
- To apply a flexible approach to the job to meet the changing needs of the Directorate and Trust

- Such other duties appropriate to the grade and the needs of the department, as agreed between the post holder and the Line Manager from time to time

## **10. Effort Factors**

- This post may require lengthy periods of sitting at a desk, or in consultation with young people and their families.
- This post requires the ability to drive and access to a vehicle.
- This post requires standard keyboard skills.
- This post has regular requirement for periods of prolonged concentration, particularly when assisting with clinical care plans, risk assessments and treatment outcome letters and reports.
- This post will involve regular exposure to children/young people who may have experienced significant abuse or trauma.
- This post includes working in a variety of settings, and may include exposure to occasional verbal aggression.

## **STATUTORY AND MISCELLANEOUS**

1. This post is subject to the terms and conditions of employment of Northamptonshire Healthcare NHS Trust.
2. No Smoking – In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds, and all Trust owned or leased vehicles.
3. Annual leave must be booked in conjunction with the team leader/line manager to ensure that service provision is adequately maintained.
4. All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality of patient records and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties..
5. Whilst on duty, the post-holder will be required to wear a name badge issued by Northamptonshire Healthcare NHS Trust; in some parts of the Trust a security identity badge may be required.
6. To be aware of the responsibility of all employees to maintain a safe and healthy environment to patients, visitors and staff.in line with the Health and Safety at Work Act 1974.

7. To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
8. To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.
9. The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures and any breach may result in disciplinary action.
10. It is the duty of all staff working for the Trust to safeguard children and adults and undertake safeguarding of adults and children training at an appropriate level.
11. The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.
12. The post holder will participate in the culture of involvement in NHFT. They will be aware of national and local initiatives in order to promote participation and involvement with young people and families, and will liaise with the relevant staff to ensure that involvement opportunities are shared with the young people and families that they are in contact with.

### **Professional Registration:**

All qualified/professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

### **Review of Job Description/Person Specification:**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to

incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

**Employee/Manager's Signature:**

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

**Employee Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Manager's Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_



## **PERSON SPECIFICATION**

**Job title: CAMHS Mental Health Practitioner**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	Recognised professional qualification RMN, RN (Mental Health), Dip COT or BSc/degree/SW Dip.	
<b>EXPERIENCE</b>	Maintenance of current specific professional and legal standards of practice in accordance with professional codes of conduct.	Experience of working with children/young people with mental health issues, and their families/carers.
<b>KNOWLEDGE AND SKILLS</b>	<p>Experience of working in partnership with service users, carers and other agencies.</p> <p>Knowledge of clinical governance, and CPA and ability to apply them in practice.</p> <p>Ability to use appropriate judgement in unpredictable situations of risk and manage these in a safe, professional and holistic manner using risk assessment and management plans.</p> <p>Competent in all aspects of clinical communication including the maintenance of accurate records and will show a commitment to further develop these skills.</p> <p>Understanding of the national and local mental health and social care agenda and be able to contribute to service development initiatives.</p> <p>Ability to deliver interventions in a group setting.</p> <p>Working knowledge of clinical, teaching and leadership skills.</p>	<p>Up to date knowledge of service user developments in relation to therapeutic interventions.</p> <p>Knowledge of therapeutic approaches to care.</p> <p>Understanding of the national and local mental health and social care agenda and be able to contribute to service</p>

<b>PERSONAL</b>	<p>Able to work as part of a team, and ability to lead own work load and be accountable for own actions.</p> <p>A positive attitude and approach towards own personal development.</p> <p>Flexibility in approach to clinical work and resource management</p>	<p>An interest in working with children/young people with mental health issues.</p>
<b>OTHER</b>	<p>Ability to travel between locations.</p> <p>Ability to work evenings and weekends, as required.</p> <p>Good self/time management and organisational skills.</p> <p>Able to demonstrate appropriate prioritisation of own workload</p> <p>Professional appearance, attitude and role model.</p> <p>Flexible and proactive attitude. Pleasant, warm and friendly manner with sense of humour.</p> <p>Non-judgemental. Reliable and conscientious.</p>	<p>Problem solving skills.</p>