

## Job Description –

<b>Main duties of the post Mental Health Practitioner</b>	
Responsible to	Service Manager
Salary	£37,890 Pro Rata (Band 6, point 8)
Hours per week	22.5
Annual Leave per annum	25 (rising to 30 days after 5 years) Pro Rata
Main base	Thinking Ahead, Lock 50, Oldham Road, Rochdale, OL16 5RD
Contract	Permanent
Level of DBS check	Enhanced
<b>Main aims of the post</b>	
<p>To work with the service manager and support team members to deliver the service to a high standard.</p> <p>To refer/ sign post to other services where appropriate and act as a link between services across the primary/secondary service interface.</p> <p>To carry a caseload of complex clients.</p>	
<ol style="list-style-type: none"> <li>1. To carry out comprehensive mental health assessments and carry a caseload for clients allocated to the Gateway Team i.e. where there are issues of risk, complexity, co-morbidity or Chronicity.</li> <li>2. To develop and implement innovative ways of working with staff and service users</li> <li>3. To ensure that relevant data and information is collected and where necessary collated for reports and recording.</li> <li>4. To develop and maintain relationships with external organisations and agencies</li> <li>5. To carry a personal caseload</li> <li>6. To undertake appropriate administrative duties for the post</li> <li>7. To represent the team and organisation at external events</li> <li>8. To manage risk and safeguarding concerns</li> <li>9. To triage referrals.</li> <li>10. To make appropriate referrals to other services and redirect clients to other appropriate sources of support with the Thinking Ahead pathway or within the local community as required.</li> <li>11. Advise and consult with colleagues in the service as required and according to clinical expertise as part of "duty" rota.</li> <li>12. To advise more widely across the Big Life Group mental health services and share knowledge and expertise.</li> </ol>	

### **General work related expectations**

1. To work within the Big Life group's mission and values
2. To contribute to the development of the Big Life group

3. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
4. To commit to own personal development and attend training or development activities as required
5. To work in accordance with all relevant legislation
6. To undergo regular supervision and at least an annual appraisal
7. To undertake any other duties as required, and as appropriate to the post
8. On occasion this role will require working outside of standard office hours.

### Minimum Training required for this post

Course title	Needed for this post	Frequency	Other notes
Group induction	✓	Once	
Mission and Values	✓	Once	
Confident Managers	✓	Once	Discuss with line manager
Safeguarding training Adults and Children	✓	Every 3 years	
Safeguarding for Managers	✓	Every 3 years	
Designated Safeguarding Lead Training	♦		Potentially dependant on team size
Health and Safety (external IOSH)	♦	Every 3 years	Potentially dependant on team size
Health and Safety internal/briefing	✓	Annual	
Information Governance	✓	Once	Annual refresh
Equality and Diversity	✓	Every 3 years	Updates as legislation changes

Attendance at other training courses will need to be discussed with your line manager

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

Area	Method of assessment	Essential / Desirable
<b>1.Experience</b>		
a. Experience of working with a range of service providers and stakeholders	A/I	E
b. Assessing clients with complex mental health issues	A/I	E
c. Experience of effectively working under pressure in a dynamic environment	A/I	E
d. Experience of providing psychological therapies within an IAPT programme	A/I	D
<b>2.Skills</b>		
a. Ability to work under pressure and prioritise	A/I	E
b. Good time management skills	A/I	E
c. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally	A/I	E
d. Ability to write reports and communicate well in English	A/I/	E
e. Ability to use IT (Word and relevant software including databases)	A/T	E
<b>3.Knowledge</b>		
a. Knowledge of the barriers that service users face when accessing mainstream services	A/I	E
b. Knowledge of the local area your service is based in (community groups, services available as well as local demographics)	A/I	E
c. Knowledge of local safeguarding agencies and procedures	A/I	D
<b>4.Education</b>		
Qualifications required for the post	A/I	
a. Relevant Qualification ( Registered Mental Health Nurse / Qualified Mental Health Social Worker)	A/I	E
<b>5. Personal</b>		
a. Positive outlook and a 'can do' attitude	A/I	E
b. Personal resilience and flexible attitude in the face of difficulties	A/I	E
c. Commitment to working towards the Big Life group's missions and values including having a non-judgemental approach	A/I	E
d. Commitment to personal development and willingness to regularly update skills and experience	A/I	E

<b>LEADERSHIP COMPETENCY</b>	<b>Method of Assessment</b>
<b>SHAPES AND MANAGES STRATEGY</b>	
1. Inspires a sense of purpose and direction	Interview
2. Focuses strategically	Interview
3. Interprets and analyses information (including financial) and opportunities	Interview
4. Shows judgement, intelligence and common sense	Interview
<b>DRIVES RESULTS</b>	
1. Builds organisational skill and responsiveness	Interview
2. Marshals professional expertise	Interview
3. Steers and implements change and deals with uncertainty	Interview
4. Delivers intended results	Interview
5. Manages Resources	Interview
<b>BUILDS PRODUCTIVE RELATONSHIPS</b>	
1. Nurtures internal and external relationships	Interview
2. Facilitates cooperation and partnerships	Interview
3. Values individual differences and diversity	Interview
4. Guides, coaches and develops people	Interview
5. Skill sharing	Interview
<b>EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS</b>	
1. Demonstrates the group values, professionalism and probity	Interview
2. Engages with risk and shows personal courage	Interview
3. Commits to action	Interview
4. Displays resilience	Interview
5. Demonstrates self awareness and a commitment to personal development	Interview

6. Self Management	Interview
<b>COMMUNICATES and INFLUENCES EFFECTIVELY</b>	
1. Communicates clearly	Interview
2. Listens, understands and adapts to audience	Interview
3. Negotiates persuasively	Interview
4. Influencing	Interview