

Job Description

Job title	Approved Mental Health Professional
Directorate	PEOPLE : Children and Adults
Division	Adult Social Care – Specialist Services and Safeguarding
Range	MPR - SW3
Reports to	Team Manager

Main purpose of the job:

To act as an Approved Mental Health Professional undertaking statutory Mental Health Act (MHA) Assessments encompassing all client groups and including the provision of advice to other professionals, service users and families, in order to meet the immediate needs of and achieve the best outcome for individuals. Provide precise information to individuals and others about their rights in relation to MHA 1983 interventions and facilitate access to appropriate advocacy and advice networks including the IMHA and IMCA services.

Act as a Social Supervisor to fulfil statutory responsibilities for clients who are currently in hospital subject to Section 37/41 or those in the community who are subject to Section 42 of Mental Health Act.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Support Medway Council fulfil its statutory duties in relation to the Mental Health Act 1983, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2007 Codes of Practice and the Care Act 2014. Work closely with colleagues within the council and partners ensuring that person centred outcomes are met in ways which utilise available resources as effectively as possible.

Maintain an awareness of changes in mental health theories, legislation, and Medway Council policies, local and agency practices, in order to disseminate knowledge and contribute to the delivery of a high standard AMHP service and support the development of knowledge and skills across Medway Adult Social Care in relation to mental health work.

Undertake supervision and the appraisal process of newly qualified AMHP's in line with the statutory requirements, and act as a supervisor for less experienced staff, managing and motivating team and individual performance, undertaking recruitment, providing direction and leadership, advising on personal development, training, and coaching and ensuring the continued development and a learning environment within the team.

Medway Council Job Profile

Contribute to and review the development of ongoing initiatives for service development to achieve a more effective use of resources within the AMHP service and wider Mental Health Services, assisting the AMHP Team Manager to monitor and achieve expected performance outcomes and contributing to the development of internal procedures and policies.

Work flexibly and participate in the AMHP rota, undertaking assessments at short notice to ensure the Council meets its statutory responsibilities and support the management of the AMHP Duty Service by triaging referrals, liaising with key stakeholders to gather information, and organising assessments.

Undertake the triaging and make arrangements for the completion of Mental Health Act Assessments, applying due professional care and consideration to ensure these are in line with statutory guidance and other relevant protocols. This will include applying to the Court for s.135 Warrants as required.

Assist in gathering information for the purpose of responding to customer complaints and Ombudsman's Enquires.

Work autonomously within the role, demonstrating expert and effective practice in complex situations and managing higher levels of risk.

Initiate and develop effective partnerships and joint working arrangements with other professionals and agencies, in order to ensure the comprehensive assessment of need, and the planning and delivery of appropriate services.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council Job Profile

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Accountabilities to Adults we work with:

- Be a good listener.
- Be non-judgemental.
- Be responsive.
- Be understanding.
- Be honest.
- Be focused.
- Be realistic.
- Be a good time keeper.
- Be resourceful in your approach.

Be ambitious and professionally curious for adults with care and support needs and promote others to share the same drive.

‘Make no decision about me without me.’

Organisation:

This role reports to the [Team Manager>.]

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

[HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.]

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be subject to an Enhanced Disclosure application to the Disclosure and Barring service (DBS)

Person specification

All criteria at level A are considered essential unless stated otherwise. |

Qualifications

Level A

- Degree in social work, first level nurse (field of practice in mental health or learning disabilities), occupational therapist, or a chartered psychologist.
- Approved Mental Health Practitioner qualification
- Undertake training or a commitment to complete training to act as a Social Supervisor.
- Undertake a minimum of 18 hours AMHP CPD as required under the AMHP regulations per year.
- Registered with appropriate professional body (Social Work England, Health Care Professions Council or Royal College of Nursing)

Level B (in addition to level A criteria)

- Completed training to act as a Social Supervisor
- Evidence of ongoing continuous professional development.

Level C (in addition to levels A and B) |

Knowledge

Level A

- Good knowledge of lone working processes and procedures to be followed by AMHPs and Trainee's when they are undertaking assessments.
- Up to date knowledge of all changes to legislation, policy and practice, including legislation, policy and practice relating to Children and Young people.
- Awareness of relevant case law for mental health act assessments.
- Knowledge of safeguarding and abuse indicators and the processes to raise safeguarding concerns, including for Children and Young People.
- Knowledge of mental health services and the roles and responsibilities of partner agencies.

Level B (in addition to level A criteria)

- Knowledge of how to address complaints and FOI requests appropriately.
- Up to date knowledge of case law and the implications for AMHP practice.
- In depth knowledge of Forensic mental health and the legislation and frameworks in place.
- Knowledge of the performance dashboard and the ability to interpret this information.

Level C (in addition to levels A and B) |

- Expertise in an area or areas of AMHP practice with a responsibility to share this knowledge to support the team's practice.
 - Comprehensive knowledge and understanding about the additional risks posed to those from seldom heard groups, individuals with protected characteristics and individuals with cooccurring conditions.
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Experience

Level A

- A minimum of two years post qualifying experience.

Medway Council Job Profile

- Experienced in using professional judgement and analytical skills to inform complex judgements and decisions in their own cases and supporting their supervisees.
- Experience of analysing complex situations where significant levels of uncertainty are present and potential or actual significant conflict exists.
- Experience of managing a wide range of complex cases.

Level B (in addition to level A criteria)

- Experience of undertaking the role of Social Supervisor, following the Ministry of Justice (MOJ) guidance.
- Provide informal and formal debriefing to other members of the AMHP team, when and as required, following difficult and complex assessments.
- Experience of analysing complex situations and suggesting affective solutions where significant levels of uncertainty are present and potential or actual significant conflict exist.
- Experience of supporting AMHP Trainees, assessing their competence and practice with support as necessary
- Experienced in identifying development areas across the team.
- Experience of chairing meetings e.g. team meetings, best interest meeting, less complex professional meetings.
- Experienced in supporting the team members with safeguarding queries and ensuring actions are taken to raise safeguarding concerns with the relevant team/agency

Level C (in addition to levels A and B)

- Experience of addressing performance concerns with individuals and devise, implement and monitor action plans to improve performance
- Experience of a range of mental health act assessments with a variety of service users, including Children and Young people.
- Chair the AMHP Forum and high risk, complex meetings where a range of partners are present including individuals and their families and carers.
- Experienced in supporting the team manager to undertake audits and other quality assurance tasks.
- Experience of supporting less experienced staff to resolve complex situations.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, Teams and Outlook, as well as an electronic integrated system such as MOSAIC or similar.
- Full UK driving licence – the Council is committed to making reasonable adjustments so whilst this job requires the post holder to drive your application will still be considered if you are unable to drive due to a disability.
- Able to work in collaboration with the team to develop the AMHP rota, with the ability to identify and respond to any gaps, ensuring the appropriate cover.
- The ability to respond effectively to changing priorities throughout the working day.
- Have relevant skills in interpreting and analysing information and data and using technology to produce reports
- Have proficient report writing skills.
- Ability to engage individuals competently and sensitively during a mental health act assessment.
- Ability to co-ordinate a mental health act assessment independently.

Level B (in addition to level A criteria)

- Ability to triage all referrals received in a timely way, ensuring statutory timescales, least restrictive alternatives and risk are taken into account.

Medway Council Job Profile

- Competently allocate referrals, following all processes and procedures, ensuring statutory timescales are met.
- Able to interpret data and action accordingly.
- Ability to complete comprehensive AMHP reports in a timely manner.

Level C (in addition to levels A and B)

- To interpret and analyse data and implement plans in line with the analysis.
- Ability to develop resilience and promote emotional and physical well-being amongst staff.
- Respond to and address complex and high-risk situations effectively.
- Enhanced communication skills to be able to engage a wide range of service users and professionals.
- Ability to deputise for the team manager at complex, multi-agency meetings. |