

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care
<b>POST:</b>	Assistant Team Manager- Community Mental Health Team (CMHT)
<b>GRADE OF POST:</b>	GR13
<b>RESPONSIBLE TO:</b>	Community Mental Health Service Manager

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### JOB PURPOSE:

Assist the Service Manager in the management and co-ordination of the work of the social workers in the Community Mental Health Team.

Work with the Service Manager and relevant health colleagues to develop and ensure an efficient and effective service, in line with current policies, best practice, legislation, procedures and systems.

Deputise for the Service Manager in their absence, assuming delegated responsibility for the management of service.

To ensure the delivery of outstanding social work practice by leading and promoting the highest level of practice skills and developments, through the ability to inspire and mentor the team.

To actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Assist the Service Manager:
  - in the management of social work practice in the Community Mental Health Team by contributing to the development and delivery of the service to meet statutory and guidance requirements.
  - with the co-ordination and management of the work of the team in providing high quality services for individuals, their families and carers.
  - in the allocation of work, prioritising the work of the team to ensure the appropriate allocation and assessment of cases in a timely way and in the deployment of resources to meet identified needs.
- Involve individuals and carers in planning and designing services.
- Supervise qualified social workers through the provision of staff supervision and appraisal, and by providing advice and consultation to social work and other

support staff in accordance with policy. Manage staff in line with adherence to the Human Resources policy and procedural frameworks.

- Support the Service Manager with the agreement and approval of expenses and time sheets for social workers and agency social workers.
- Resolving and responding to complaints.
- Chair meetings, attend Mental Health Tribunals and to hold the occasional sensitive, acute and complex case, including complex court-related cases and attending court and/or accompanying social workers when required.
- Together with the Service Manager, analyse performance management information to assist timeliness of assessments, reviews and other formally reported performance. Ensure quality and content of assessments and plans in line with local and national guidance. Make decisions and judgements about risk of abuse within agreed management framework.
- Ensure 117 After Care Reviews are coordinated and allocated to the relevant professional in line with the Mental Health Act 1983.
- Assist/support the Service Manager:
  - by contributing to strategic/management meetings and effective multi-disciplinary and multi-agency working.
  - to ensure the effective and efficient operation of the work of the team including the evaluation of the achievement of objectives, targets, priorities and standards.
  - by assisting the Senior Management Team in the development of strategy, policy and procedures.
- Participate in induction and other programmes of training for staff. Alert senior managers to action necessary to develop the competencies of staff in the service area, as well as the potential need to institute disciplinary procedures and to participate in these procedures where necessary.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Assistant Team Manager- Community Mental Health Team (CMHT)

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A social work qualification, along with a willingness to work toward a management qualification.</li> <li>• Registration with Social Care Wales.</li> <li>• AMHP qualification or equivalent and current warrant.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of three years post qualifying experience in working with significant Adult Mental Health needs.</li> <li>• Thorough knowledge of legislation and regulatory and policy framework underpinning mental health services for adults and children. To include the Mental Health Act 1983, Mental Capacity Act 2005, Mental Health (Wales) Measure 2010, Social Services &amp; Wellbeing (Wales) Act 2014 and Human Rights Act 1998.</li> <li>• Experience of working as an AMHP in a community mental health team/older person's mental health team/forensic mental health team or learning disability team.</li> <li>• Proven track record of supervising social work practitioners.</li> <li>• Knowledge of procedures and regulations relating to the management of Social Services including budgeting, financial procedures, personnel and contracting procedures.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>



Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (continued)</b>	<ul style="list-style-type: none"> <li>• Ability to assess risk and plan appropriately.</li> <li>• Ability to offer professional guidance and advice to staff.</li> <li>• Appreciation of the importance of financial management, record keeping, probity and regularity.</li> <li>• Ability to implement working knowledge of the All Wales Safeguarding policies and procedures.</li> <li>• Ability to offer professional guidance and advice to staff.</li> <li>• Ability to identify appropriate evidenced based interventions based on analysis of need.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>