

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Integrated Community Services / Older People Mental Health Team
<b>POST:</b>	Team Manager – Older People Mental Health Team
<b>GRADE OF POST:</b>	GR14
<b>RESPONSIBLE TO:</b>	Group Manager – Integrated Community Services – Community Networks

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### JOB PURPOSE:

To operationally lead and manage the work and performance of the Older People's Mental Health team. To lead the professional social work team in secondary mental health services for older people, as well as overseeing the assessment and care and support planning and implementation to people who have complex needs in secondary mental health services for older people.

Acting as a professional social work lead you will provide, operational support and social work advice with responsibility for the professional practice within the team. To deliver and embed a multi-disciplinary approach which focuses on adults who are in secondary mental health services for older people.

To manage the social work team to deliver high quality care and support to the residents of the area. To manage and lead the social work team through supervision and development of their roles to ensure best practice at all times, and as well as managing resources to deliver care and support to meet need.

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

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To be responsible for managing and leading social work staff within the Older People Mental Health Team.
- To be accountable and responsible for the allocated workload management, professional practice, supervision, advice and support of the social work services to agreed service priorities of the team and council.
- Provide expert social work practice guidance and leadership which ensures the delivery of the Adult Social Care practice model, strength based, outcome focused practice.

- To ensure that the implementation of the highest standards of social work practice, assuring this through supervision, training, compliance and caseload audits; providing high quality outcome focused, strengths-based assessments of the needs of individuals and their carers; and safeguarding people where necessary. Work closely with managers, practitioners and teams to aid the development of packages that utilise proportionate resources to meet identified needs and minimise risks to independence.
- To review, evaluate and agree innovative and imaginative plans of care and support to ensure they are proportionate, and continue to meet identified needs, maintaining independence and stated outcomes as well as mitigate risk.
- To support the Group Manager in their responsibilities and work collaboratively with other team managers and colleagues to ensure the efficient and effective operation of the team.
- To manage and be responsible for the allocation of Council resources, as well as those to manage the care and support of people with eligible needs.
- To be responsible the implementation of Council policies and procedure relating to human resources, recruitment, finance as well as statutory complaints, performance and disciplinary and competency matters.
- To work collaboratively with other professional leads within the team promoting high quality social work knowledge, values and advice.
- To manage the resources of the team, Council and Health Board as delegated and required by the Group Manager.
- To manage and lead the team to maintain up to date recording on the electronic files, and relevant documents as required by the Council and Health Board to deliver high standards of practice, including the closure of cases.
- To ensure own performance meets the agreed Code of Professional Practice for Social Care.
- Ensuring compliance with the Mental Health (Wales) Measure 2010.
- Work collaboratively with other professionals providing specialist social work advice and support and as a resource for social workers, social care workers and other professionals on individual cases, and where appropriate give presentations on social work issues.
- To manage, participate and undertake the chairing of integrated MDTs and any other delegated responsibilities.
- To triage internal referrals for the wider professionals within the team.
- To ensure appropriate risk assessments are in place- completed and promoted – inclusive of individuals, staff members, premises and Covid, within Health and Safety at work and within regional partnership working.
- To support the development and implement of strategic plans and changes within the whole of Adult Services and within the Regional Partnership Health Board.
- To adhere to the All Wales Safeguarding Procedures.



## **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

### Team Manager – Older People Mental Health Team

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 (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>A recognised professional qualification in social work and registration for professional practice with Social Care Wales.</li> <li>CPEL – Must have consolidated if qualified after April 2016</li> <li>Evidence of Continuing Professional Development.</li> <li>Relevant management qualification, preferably recognised by Social Care Wales or evidence of competence.</li> <li>Active involvement and experience of practice as an Approved Mental Health Professional</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Substantial post qualification experience in the specific area of forensic mental health</li> <li>Knowledge &amp; experience of social work in the area of integrated and/or multidisciplinary health and social care settings.</li> <li>Knowledge &amp; experience of social work in the area of Mental Health Older People</li> <li>Knowledge of current Policy, Statutory Guidance and the Law as it is applied and affects Older People and Mental Health Law in the delivery of Social Care Services.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Knowledge of current Policy, Statutory Guidance and the Law as it is applied and affects people in the delivery of Social Care Services.</li> <li>• Knowledge and familiarity with the Mental health Measure (Wales) 2010</li> <li>• Knowledge of governance and regulation and record-keeping requirements.</li> <li>• Knowledge &amp; experience of the management of resources.</li> <li>• Knowledge of procedures &amp; regulations relating to the management of social services.</li> <li>• Understanding of performance management.</li> <li>• Knowledge and understanding of the application of strengths-based, outcome focused social care practice.</li> </ul>	Yes	

	<ul style="list-style-type: none"> <li>• Understanding of the equality duty of public bodies.</li> <li>• Experience of practice educating/ supervising/mentoring and / or managing staff.</li> <li>• Experience of working in partnership with statutory / voluntary organisations to promote the independence of individuals.</li> <li>• An understanding of the principles of citizen directed support.</li> <li>• Knowledge and experience of working with wide ranging, complex needs.</li> <li>• Experience of working within the Mental Health legislative framework.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• An ability to achieve the highest professional practice skills, through the ability to motivate, encourage, mentor and develop all team members.</li> <li>• Effective interpersonal and people skills.</li> <li>• Ability to prioritise and willingness to take responsibility for workload management and performance in a busy environment of changing priorities.</li> <li>• To work to the Code of Professional Practice for Social Care.</li> <li>• A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

	<ul style="list-style-type: none"> <li>• Understanding of the equality duty of public bodies.</li> <li>• Experience of practice educating/ supervising/mentoring and / or managing staff.</li> <li>• Experience of working in partnership with statutory / voluntary organisations to promote the independence of individuals.</li> </ul> <p>equality policies into strategy and service delivery.</p> <ul style="list-style-type: none"> <li>• The ability to make sound professional judgements which include complex and high-risk management.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
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<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to make sound professional judgements including high risk issues about individuals, their families and carers.</li> <li>• Ability to manage and resolve conflict in a positive way.</li> <li>• Ability to competently utilise ITC systems to record and evidence work, undertaking any necessary training.</li> <li>• Ability to work in a professional manner, representing the Directorate and Health Board in a variety of internal and external meetings.</li> <li>• A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery</li> <li>• You will be expected to have a motor vehicle available for use on official journeys.</li> <li>• The ability to communicate through the medium of Welsh</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>
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