



Post title	Mental Health Officer
Division / Section	Localities
Department	Edinburgh Health & Social Care Partnership
Responsible To	Locality Mental Health and Substance Misuse Manager
Number of post holders	20
Acting up/ Secondment	No

Purpose of Job

The post is responsible to the Locality Mental Health and Substance Misuse Manager within the Edinburgh Health and Social Care Partnership for the delivery of services within the remit of accredited Mental Health Officers

To promote a responsive and needs-led service for adults requiring services on account of severe and/or enduring mental health problems.

To carry out responsibility for a caseload, the complexity of which requires advanced experience and skills. To provide high quality social work practice, within a multi-disciplinary team, that ensures services are provided in accordance with the requirements of City of Edinburgh Council policies and procedures

To ensure that all activities are carried out in accordance with the underlying principles and the requirements of Mental Health (Care and Treatment)(Scotland) Act 2003, Adults With Incapacity(Scotland)Act 2000,and Adult Support and Protection Act 2007, and associated codes of Practice

To develop a knowledge base; range of skills; a proven level of expertise to enable an effective service to be provided for individuals and their carers.

To ensure the implementation of care pathways in relation to hospital discharge, admission prevention, and early interventions and social prescribing for people with severe and/or enduring mental illnesses

To manage change and innovation in process, practice and service culture in line with Partnership policy objectives including the shift of the balance of care, outcomes and personalisation, rehabilitation and recovery and whole system working

MAJOR TASKS/JOB ACTIVITIES

To undertake duties as an accredited Mental Health Officer.

To promote and develop a high standard of professional practice within the team achieving positive standards of care and service.

To carry a caseload of complex mental health work, taking major responsibility for organising and prioritising own caseload and workload management, within overall team practices

Ensure all statutory responsibilities are fulfilled in accordance with timescales and standards set, including all assessments, reports and submissions to Appeals, Tribunals, Court, and Mental Welfare Commission

Ensure all statutory responsibilities are undertaken according to the principles set out in legislation, and Codes of Practice

To keep informed about changes in relevant legislation, policy and practice

To seek appropriate budgetary authority for assessment and care management and to review appropriateness of these care arrangements.

To promote new methods and approaches to work, representing social work positively within an integrated team and with other professional and representative groups

To liaise with other professions, and third and independent to ensure a responsive, relevant and constructive multi-disciplinary approach

Contribute professional social work or experienced Mental Health Officer expertise to multi-agency working and in complex situations, and where deprivation of liberty may be a consequence

To supervise students and Mental Health Officers in training

Provide mentoring to Mental Health Officers within locality Hub and Cluster teams

Ensure all records are maintained to a high standard

Supervision and Management of People (Numbers and type of staff)

Responsible for mentoring and support to experienced social workers undertaking mental health officer accreditation

Creativity and Innovation

Generate creative solutions to challenges within the service area in terms of best practice, current initiatives, resource systems and staff training.

The post requires a high degree of self-motivation and an ability to look for imaginative options. Ability to negotiate resources to meet individual client needs

Ability to develop and sustain new skills and approaches to practice and service provisions and to generate new resources.

Maintain an awareness of the influence of social, economic, geographic and cultural factors on the needs of individuals and the potential impact on their mental health

Identification of options and practices in service delivery, and safe alternatives to detention where an individual's liberty may be at risk

Active involvement in the development of Mental Health initiatives in the community

Identify opportunities for partnership and collaborative working in the wider community and partner agencies to expand and enhance the experience of people who use services and promote choice and independence

Interpret and facilitate the effective spread of information to support the achievement of service and team goals

Ability to understand issues and problems, to analyse and assess complex situations, often within limited timescales.

Flexibility to consider options, ability to set realistic objectives and to re-appraise these when necessary.

Ability to initiate and develop new ideas and approaches.

Ability to maintain knowledge and understanding of changes procedure and legislation.

Contacts and Relationships

Develop and maintain positive professional relationships with a wide variety of contacts, both internal and external, in order to positively promote and represent Mental Health and Substance Misuse services

Establish and maintain close collaborative relationships and practice with independent providers of care services

Work closely with NHS Lothian hospital based services and professionals in order to efficiently and effectively progress discharge arrangements for patients who no longer need to be detained or in hospital

Develop networks and maintain rich information resources and contacts from a wide variety of internal and external sources from which to identify and implement solutions

Ensure the rights of adults receiving support or support are paramount and work to this effect in collaboration with citizens, carers, colleagues and other professionals or representatives of the people supported by the service

Establish and maintain personal and professional credibility, displaying positive leadership

behaviours to ensure effective collaborative relationships across a number of service disciplines
Contacts will be with a wide range of professionals at every level, including Psychiatric Medical professionals, Psychiatric Nursing, Legal representatives, senior social work managers, Mental Welfare Commissioners, Carers, peer representatives, community and third sector representatives

Decisions (Discretion)

Will determine action to be taken in respect of the specialist cases carried including decisions taken in recommending compulsory action under Mental Health legislation; these decisions must be taken independently and cannot be influenced by others

Will provide advice within the Mental Health and Substance Misuse Team and the locality on statutory provision within Mental Health legislation.

Determine effective care and support arrangements and other interventions for adults with significant mental health difficulties.

Decisions to recommend compulsory measures to manage welfare or financial resources where an individual is unable to make safe and reasonable decisions due to their mental impairment
Undertaking risk assessment and following risk management strategies as appropriate

Decisions (Consequences)

Working within a complex framework, decisions made will directly impact on the health and safety liberty and well-being of individuals

Decisions will directly impact on an individual's compulsory detention or liberty, or statutory measures which will impose conditions or restrictions on a person's lifestyle in the community

Decisions will facilitate effective treatment for mental illnesses, safety from harm, and access to appropriate supports

Operational decisions to ensure compliance with legislative requirements

Resources

The post will be responsible for a range of office equipment. Responsible for ensuring that information and data relating to service users is held and managed securely and in line with legislative and regulatory requirements

Environment – Work Demands

Responsibility for managing own time and workload within an environment subject to significant demands and interruption, deadlines, timescales, and priorities, many of which require an immediate response

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. In addition the post holder will be required to engage with individuals who may be under the influence of prescribed or non-prescribed substances which affect their behaviours, or mental ill health which cause them to behave in a way which may be harmful or distressing

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Knowledge and Skills

Knowledge and experience of a range of professional approaches to the care and treatment of adults with a wide range of physical and mental health conditions

Excellent people and organisational skills including negotiation, reasoning, conflict management, and excellent written and verbal communication skills including working with people with communication difficulties.

An understanding of the mental health legislative and policy context, adult protection processes and frameworks, integration, personalisation and self-directed support.

Qualifications required: a social work qualification and mental Health Officer accreditation
Registered as a social worker with Scottish Social Services Council

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).