

## Grading

# Job Description and Employee Specification

<b><u>Job title:</u></b> AMHP / Senior Case Manager (Hub)	<b><u>Service area:</u></b> Adults & Health
<b><u>Post number:</u></b>	<b><u>Division:</u></b> Mental Health and Learning Disabilities
<b><u>Grade:</u></b> Grade 10	<b><u>Section/team:</u></b> AMHP Hub
<b><u>Overall purpose of job:</u></b>  <p>On behalf of the local authority act as an Approved Mental Health Professional in accordance with the requirement of the Mental Health Act 1983.</p> <p>In collaboration with colleagues within North Lincolnshire Council, and our partners, develop a range of social work services for adults and their carers across North Lincolnshire.</p> <p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<b><u>Main responsibilities:</u></b> <ol style="list-style-type: none"> <li>1. Carry out specialist assessments in collaboration with other professionals where appropriate under the Care Act 2014 and Mental Capacity Act 2005 and associated health and social care legislation, policy and codes of practice.</li> <li>2. Undertake duties under the Mental Health Act 1983 as an Approved Mental Health Professional and maintain the requirements to meet the criteria for authorisation including participation in the locality wide AMHP rota system.</li> <li>3. Co-ordinate Mental Health Act assessments and where appropriate and necessary to make applications for the compulsory admission of the person to hospital under Section 2, Section 3 or Section 4 of the Mental Health Act.</li> <li>4. Respond to Section 136 detentions.</li> <li>5. Contribute and agree to Community Treatment Orders application process and agree to the revocation or extension CTO's.</li> </ol>	

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6. Provide professional supervision including, supporting individuals within undertaking PQ training and development and driving a positive culture of reflective practice and theory.
7. Undertake joint working on complex cases, particularly where social care needs or the use of mental health legislation is under consideration.
8. Produce reports in relation to specific cases as required.
9. Provide specialist advice and guidance to colleagues across Adults and Health in respect of cases where mental health may be a concern and/or a contributory factor within a case.
10. Holds a team social work caseload to include undertaking Section 117 aftercare statutory duties and the triage and completion of social care assessments on acute mental health wards.
11. Acts as Practice Assessors to AMHP trainees.

**Knowledge, skills and experience:**

- Registered Nurse qualification and registration with the appropriate professional body supported by evidence of continuing professional development.
- AMHP qualification and current AMHP approval and authorisation with the LSSA.
- Experienced in the completion of care plans and assessments.
- Supervisory experience
- Experience of working with adults who have assessed needs within a health and social care setting.
- Experience of utilising legislation with regard to safeguarding adults and children and protecting people's property and finances.
- Experience of leading, managing and making professional decisions in respect of complex cases.
- Highly developed ability to research and analyse information and apply to the decision-making process.

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- In depth knowledge of: Mental Health Act 1983, Care Act 2014 and Mental Capacity Act 2005 associated legislation and related codes of practice to adults and community care.
- Ability to keep up to date with changes in Mental Health Act and legislation and case law developments.
- Comprehensive knowledge of a range of services available to meet the assessed needs of service users and carers as an alternative to hospital admission and least the restrictive interventions.
- Comprehensive risk managements skills.
- Ability to deal effectively with challenging behaviours.
- Ability to manage time effectively.
- Ability to collaboratively implement complex packages of care within the eligibility criteria.
- Ability to establish and maintain effective working multi agency relationships and actively engage them in the assessment, and care planning activity.
- Able to effectively motivate, supervise and develop staff.
- Effective IT skills with the ability to use specific information technology, including word processing, databases, emails etc.
- Resilient and tenacious
- Positive role model
- Flexible
- Ability to transport self in a timely manner both within and outside of North Lincolnshire.

**Creativity and innovation:**

- To take professional leadership in work in partnership with other agencies, particularly health, the voluntary and community sector to seek creative and innovative ways of meeting need particularly where an individual's liberty maybe at stake, which engenders a culture of prevention and well-being.

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- Advising and giving information to colleagues, service users, carers and their family in a format, which are useable, understandable, and acceptable.
- Innovative use of statutory, community and voluntary services to meet assessed need.
- Creative in the approach to the development of alternative ways of provide a safe service to those individuals who are most vulnerable.
- Creative in the formulation, implementation and review of effective individual plans of care.

### **Contacts and relationships:**

Due to the nature of the role the post holder will deal with complex, contentious and highly emotive issues on a daily basis which require a calm approach and a high level of tact, diplomacy and sensitivity.

- People and their circle of care – Daily in the undertaking of specific AMHP duties and the provision of a range of effective social work interventions, information and support which enhances social inclusion, underpinned by Wellness and Recovery Action Planning. Weekly when assisting individuals in discharging their responsibilities with regard to Direct Payments and Individual budgets.
- Multi-agency partners – Daily to develop and maintain effective relationships with a wide range of agencies involved in assessments, care planning and review of care and to ensure a holistic, person centred, approach and in the provision of advice and guidance.
- Voluntary and community sector – Weekly in terms of both direct service provision and signposting people to more appropriate community resources.
- Other stakeholders – Daily in the co-ordination of Mental Health Act assessments, asserting the AMHP role.
- Magistrates and other legal panels – Weekly when presenting cases and to make written and verbal application e.g. Section 135.
- Colleagues and team members – Daily in the undertaking of supervisory responsibilities to include practice supervision, and in the provision of specialised advice in relation mental health issues and where appropriate to the application of mental health law.

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### **Decision making:**

- Assessment of high levels of risk and formulation of robust risk management plans involving a number of parties to enable alternatives to hospital admission.
- Care planning decisions in the management of complex care plans.
- Manage and prioritise a complex caseload and able to make decisions relation to risk and safety issues.
- Able to undertake risk assessments and make on the spot decisions committing services to ensure safety of service users.
- Ability to analyse information in the legal context of the AMHP role and making plans for MHA intervention.
- To analyse changes in the law, code of practice and best practice guidelines and apply to decision-making process
- The Mental Health Act 1983 requires AMHP's to make independent decisions, interpreting the law, codes of practice and associated guidance, without the direction of their managers or others involved in the assessment process. Advice on practice and legal interpretation may be available from the AMHP Lead but the AMHP retains sole responsibility for their decision.
- An AMHP will exercise a high degree of professional autonomy and guide the practice of others.

### **Responsibility for resources:**

- Responsible for laptop and mobile phone with a combined value of £650.
- Sole responsibility for lone working device with an approximate value of £1000.
- Spending in excess of 50% of time engaged in work away from the base.

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### WORK ENVIRONMENT

#### Work demands:

- Respond to changing situations and deliver intense and variable levels of support to service users on a daily basis.
- Changes in demand and reprioritisation of workload to accommodate clients changing needs and AMHP statutory obligations.
- Changes in deadlines to meet demands of clients, carers, management and organisation.
- Responding to emergencies/crisis situations involving service users within the team.
- Ensure that unmet need is identified and processed appropriately.

#### Physical demands:

- Normal physical effort required.

#### Working conditions:

- Both office and community work involved. Hybrid working is in place across the organisation in accordance with service need.
- Working with clients and carers in community venues and their own homes. Some work in poor housing conditions inevitable.
- Requirement to travel across and outside the North Lincolnshire geographical area in undertaking the duties of the AMHP role.

#### Work context:

- Work involves some risk to personal safety and the safety of others arising from implications associated with visits to service users in their own homes, particularly where the service users mental health is deteriorating.
- Communicating information that people may not wish to hear may also be a potential risk to personal safety.

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- Lone working applies.

**Position in organisation:**

Indicate how many staff the post is directly accountable for: **1 to 2**

Are posts in more than one location? **No**

Is this at the same site? Are the posts managed highly mobile? **Yes**

Is the supervision/management shared with another post in the structure? **No**

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> <li>Experienced in the completion of care plans and assessments.</li> <li>Supervisory experience</li> <li>Experience of working with adults who have assessed needs within a health and social care setting.</li> <li>Experience of utilising legislation with regard to safeguarding adults and children and protecting people's property and finances.</li> <li>Experience of leading, managing and making professional decisions in respect of complex cases.</li> <li>Comprehensive knowledge of a range of services available to meet the assessed needs of service users and carers as an alternative to hospital admission and least the restrictive interventions.</li> <li>Comprehensive risk managements skills.</li> <li>Effective IT skills with the ability to use specific information technology, including word processing, databases, emails etc.</li> </ul>	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> <li>Highly developed ability to research and analyse information and apply to the decision-making process.</li> <li>In depth knowledge of: Mental Health Act 1983, Care Act 2014 and Mental Capacity Act 2005 associated legislation and related codes of practice to adults and community care.</li> <li>Ability to keep up to date with changes in Mental Health Act and legislation and case law developments.</li> <li>Ability to deal effectively with challenging behaviours.</li> <li>Ability to manage time effectively.</li> <li>Ability to collaboratively implement complex packages of care within the eligibility criteria.</li> </ul>	



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- Ability to establish and maintain effective working multi agency relationships and actively engage them in the assessment, and care planning activity.
- Able to effectively motivate, supervise and develop staff.
- Resilient and tenacious
- Positive role model
- Flexible
- Ability to transport self in a timely manner both within and outside of North Lincolnshire.

Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> <li>• Registered Nurse qualification and registration with the appropriate professional body supported by evidence of continuing professional development.</li> <li>• AMHP qualification and current AMHP approval and authorisation with the LSSA.</li> </ul>	
Working Arrangements	Interview
<ul style="list-style-type: none"> <li>• Contracted hours to be worked over the defined AMHP rota</li> </ul>	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
•	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

#### THE POST IS SUBJECT TO:

##### Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒No ☐

##### Political restriction

Yes ☐No ☒

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The ability to speak fluent English under the Immigration Act 2016	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

• Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021