

**ROTHERHAM DONCASTER AND SOUTH HUMBER  
NHS FOUNDATION TRUST**

**ADULT COMMUNITY MENTAL HEALTH SERVICES (Doncaster)**

**JOB DESCRIPTION**

**JOB TITLE:** Care Coordinator/ CPN

**GRADE:** A4C Band 6

**BASE:** East Locality Adult Mental Health Team

**HOURS:** 37.5

**REPORTS TO:** Team Manager

**ACCOUNTABLE TO:** Locality Service Manager

**1. JOB PURPOSE**

To deliver a health and social care service working as an integral member of the Community Mental Health Services providing a service for people experiencing / recovering from severe and enduring mental health problems.

The post holder through Care Programme Approach, care co-ordination and case management will lead and contribute to the provision of a comprehensive range of community services as a care co-ordinator for a defined caseload.

To be accountable for a clinical caseload delivering appropriate and effective evidence based care to meet the needs of the individual.

To work collaboratively with patients and their carers to facilitate and promote rehabilitation and recovery helping patients to achieve and maintain their optimum level of mental health functioning and quality of life in the community.

**2. MAIN DUTIES AND RESPONSIBILITIES**

**CLINICAL (70%)**

To manage an assigned caseload delivering continuous effective evidence based care.

To carry out comprehensive patient centred assessments, plan and implement individual strategies of care to meet identified needs in conjunction with the patient, care giver and members of the multi-disciplinary team as appropriate.

To evaluate care plans and outcomes regularly and modify as required.

To fulfil a care co-ordinator role and ensure that all care given is in line with the

requirements of the Care Programme Approach/ care management using SystmOne as the primary patient care record.

To attend reviews, case conferences, hospital ward rounds, tribunals and other meetings as required.

To liaise effectively with all members of the multi-disciplinary team and other agencies involved in the care of the individual thereby maintaining and enhancing close professional working relationships.

To work closely with families and carers providing interventions, information and support as required.

To work with individuals and their families at a variety of venues including patients own homes, hospital bases and a range of community settings.

To respect the rights of the individual patients and their families, embracing values, spiritual beliefs and customs.

To provide a high standard of care by working within the current professional guidelines, healthcare Trust policies and procedures.

To carry out duties under the Mental Health Act 1983, Mental Capacity Act 2005, Care Act 2014 and Community Care Act 1990 as required.

To act in accordance with the Health and Safety at Work Act 1974, the Fire Precautions Act 1971 and maintain personal safety at all times.

To record and maintain all professional, personal and clinical information of patients in a confidential manner according to the current confidentiality Policy of the Trust and in line with Care Programme Approach guidelines, current IT systems and Trust Policies.

#### MANAGERIAL (20%)

To be responsible for the effective management of a defined caseload.

To contribute to the development of the team and promotion of best practice by participation in team meetings, review days, action planning, research, journal clubs and training.

To participate and contribute in the facilitation of the Trust Clinical Governance plan.

To actively participate in regular clinical audit.

To ensure performance data/ activity is collected and presented in the agreed format.

To assist the manager to ensure implementation of all Trust Standards, policies, procedures and relevant legislation.

## EDUCATIONAL (10 %)

To act as a resource for the education, support, advice and guidance of members of the Community Mental Health Services and also other statutory and voluntary agencies as appropriate.

To offer health promotion to all patients, families and other organisations.

To supervise learners and others as required.

To contribute to the facilitation of an effective learning environment for all learners providing the opportunity for the achievement of learner competencies.

To participate in education development as required to enhance mental health skills and knowledge with reference to learner needs.

To act at all times as a professional role model for allocated learners.

To participate in regular supervision in accordance with the Trust Policy and facilitate the same for designated staff members.

To participate in individual personal development reviews on an annual basis and facilitate the same for others as required.

To proactively investigate and identify appropriate training opportunities to increase skills and knowledge, to keep abreast of social work developments and meet updating /registration requirements.

### 3. **EQUAL OPPORTUNITIES STATEMENT**

The Trust supports the principle of equal opportunities in employment.

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, colour, nationality, ethnic origin or religious belief, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable in job related or operational terms.

### 4. **HEALTH AND SAFETY**

To comply with safety instructions and policies of the Trust where appropriate.

To use in a proper and safe manner the equipment and facilities provided.

To refrain from the wilful misuse or interference with anything provided in the interest of health and safety and any action, which may endanger yourself or others.

To report as soon as possible all hazards and defects to the Community Services Manager

To report as soon as possible all accidents and untoward occurrences and ensure relevant documentation is completed.

To ensure that any vehicle used for work is in a road worthy condition and that appropriate insurance is held.

5. **REVIEW**

All job descriptions are intended to be flexible and should be reviewed from time to time. Post holders are expected to be flexible and must be prepared to carry out similar or related tasks, which do not fall within the duties previously outlined.

Sue Gill  
Team Manager East Locality,