

Job Description

Post:	Team Leader/CBT Supervisor
Band:	7
Responsible to:	CAMHS Operational Manager
Main Contacts:	CAMHS Professionals, Multi-agency Hub, Early Help Services, voluntary sector services, Targeted Children's Services, Children, Young People and Families Social Care and GPs, Paediatrics and CYP crisis pathway

Job Summary

The postholder will be the team leader and supervisor of NHS and voluntary sector staff members within the Hub and will oversee the provision of low intensity therapeutic interventions for the mental health needs of children and young people accessing the service. The post holder will be qualified in CBT and CBT supervision or have an interest in pursuing accredited CBT supervision training. The postholder will have experiencing line managing mental health professionals, and will have the following responsibilities:

- To manage and develop the stepped care, low intensity CAMHS service for this age group.
- To manage CAMHS clinicians and provide supervision for team members undertaking assessment and a range of interventions / managing caseloads.
- To develop and implement therapeutic plans of care for children and young people with mental health needs.
- Supporting the service to deliver training and consultation to other children's agencies.
- To liaise with other agencies regarding the implementation of care plans and the management of risk for children and young people.
- To promote and support mental health awareness in agencies supporting children and young people.

Main Duties and Responsibilities

Clinical

- To ensure high quality CAMHS clinical assessment of young people and their families referred to the mental health thrive hub.
- To manage and clinically supervise CAMHS practitioners in managing their own caseloads.

- To be responsible for and manage a (reduced) defined caseload (as agreed with Operational Manager) and undertake key-worker responsibilities within the caseload, making autonomous decisions concerning service delivery, risk management, referrals to other agencies and discharge.
- To make independent clinical decisions about the appropriate therapeutic interventions for each young person, in accordance with individual assessed need, and to provide or provide access to this intervention, including those young people with learning difficulties.
- To undertake individual Cognitive Behavioural work with young people as appropriate.
- To work with families/carers of young people experiencing mental health problems
- To identify and develop strategies to manage risk to the young person and others in line with Pennine Care procedures and protocols.
- To liaise closely with a wide range of agencies regarding individual care packages.
- To advise on risk management and to promote awareness of Child and Adolescent Mental Health issues within these agencies.
- To provide / delegate professional, managerial and clinical supervision to workers within the stepped care CAMHS service
- To contribute to peer supervision and peer review of cases and in conjunction with the CAMHS Operational Coordinator to ensure that own supervision needs are met.
- To support other agencies working with young people, i.e. MASS, to facilitate their ability to support presenting mental health needs in children and young people.
- To provide consultation and training on a wide range of children's emotional health and well-being issues to professionals from a range of services including GP's, Early Help and Primary Care Services, Adult Mental Health Services, Youth Offending Services and Education Services.
- To engage in / deliver managerial and clinical supervision, including with appropriate consent, recording and reviewing of live clinical work.
- Ensure collection of relevant information required by Pennine Care NHS Foundation Trust
- To routinely monitor effectiveness of clinical work by use of Routine Outcome Measures (ROM) and where outcomes are not improving for children and families to engage in clinical review via peer review meetings and supervision.

Management

- To work strategically with CAMHS professionals, voluntary sector staff members, the Commissioners and other agencies in order to develop the stepped care CAMHS service.
- To be responsible for the implementation of the stepped care CAMHS service and Pennine Care NHS Trust and to meet standards and targets developed for this service.

- To play a leading role with the strategic and operational direction of the service within Pennine Care and the CAMHS Directorate via Clinpanical and Social Care Governance Groups
- To manage CAMHS practitioners from a range of professional backgrounds within the service, alongside voluntary sector management colleagues, to recruit and support new staff as appropriate and to implement HR processes and Pennine Care procedures within the service.
- To clinically supervise the work of staff within the service, collaboratively working with voluntary sector management.
- To keep the CAMHS Operational Manager informed of developments and issues within the service.
- To undertake role in CAMHS Directorate on-call rota as directed

Development

- In conjunction with the CAMHS Operational Manager to ensure that own training needs are identified and plans to meet training needs developed and implemented.
- To keep up to date with research and to ensure that clinical practice within the service is evidence based.
- To contribute as required to educational training programmes developed as part of CAMHS practice.
- To ensure that professional registration requirements are kept up to date.

Other Responsibilities

- Order equipment and supplies for the team via procurement. This may include booking external events/venues and setting up payment for these, with oversight from the operational manager.
- Overseeing of vacancies for the team and have knowledge of the budget, working collaboratively with the operational manager.
- To provide information and audit material within time scales as required by the CAMHS Coordinator.
- To undertake delegated tasks from the CAMHS Coordinator as appropriate.
- To contribute to meetings within the CAMHS service as appropriate.
- To work flexibly including evening and weekends as guided by the Operational Manager
- To follow Pennine Care Policies and Procedures at all times with special reference to clinical record keeping, confidentiality, risk management, child protection and health and safety policies.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.

- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines “when to suspect child maltreatment 2009.”

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with this manager at least every 12 months. Once performance / training objectives have been set, the staff member’s progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust’s discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at

work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.

- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport