

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Qualified Education Mental Health Practitioner / Children's Wellbeing Practitioner

Band: 5

Department: Enfield CAMHS

Location and mobility:

Your normal places of work (Team base) will be Forest Road Primary Care, 308 Hertford Road, N9 7HD and may be required to occasionally hold clinic in our secondary base at Bay Tree House, Christchurch Close, Enfield EN2 6NZ and/or with substantial work carried out in local education settings across Enfield. You may also be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.

Accountable to: MHST Managers, MHST Clinical Lead

Responsible to: CAMHS clinician and supervisor

WORKING RELATIONSHIPS:

Internal: MHST Clinical Manager, MHST Clinical Lead, MHST practitioners and trainees, Enfield CAMHS

External: Designated Mental Health Leads in Schools, other Educational / Local authority / third sector colleagues that work within schools

JOB SUMMARY:

Enfield has secured additional NHS England funding to continue developing Mental Health Support Teams (MHSTs) in Schools, as part of the government's green paper ambitions to transform mental health support in England.

The qualified Education and Mental Health Practitioners (EMHPs) or Children's Wellbeing Practitioners (CWPs) or will join this growing team (that includes CAMHS clinicians, educational psychologists, and trainee EMHPs) to support the work within schools. The post holder will provide support for children and adolescents with mild moderate emotional and mental health difficulties and deliver evidence-based 1:1 and group interventions in schools, employing CYP-IAPT principles (Children and Young Peoples Improving Access to Psychological Therapies). The post holder will develop relationships with designated mental health leads in schools, alongside CAMHS clinicians / supervisors, and educational psychologists, and help them develop their approaches for mental

health and wellbeing in schools. They will gain some experience of teaching, training and consultation through this joint working.

The work offered under the direction of Dr Chantell Douglas (Clinical Psychologist and Clinical Lead), MHST clinical manager and the post holder's supervisor, will be varied, and suitable for anyone who is looking to further develop their skills as a qualified EMHP or CWP, and opportunities for future career development.

The post is contracted within NHS Specialist CAMHS in Enfield. We are a well-established service, including a generic CAMHS team, specialist teams for looked after children, adolescents in need of crisis intervention, and children with learning disabilities and developmental difficulties. The service has strong partnership links with local Education, Social Care and Voluntary Sector services, Health, and Local Authority Commissioning.

The MHST will develop models of early intervention for mild to moderate mental health and emotional wellbeing issues, such as anxiety, behavioural difficulties, or friendship issues, as well as providing help to staff within a school and college setting. There is a specific focus on developing more access to appropriate help and on whole-school approaches to improving the general culture of emotional support within primary and secondary schools, FE settings and special educational provisions and PRU's. The teams will act as a link with a range of local children and young people's mental health services and signpost where appropriate.

There will be three MHSTs covering several education sites across the borough, operating as one large team. The project started in October 2019 with a small number of placement schools, and currently meets over 1/2 of schools/colleges in Enfield. The aim is to gradually increase the offer of support to more schools in the borough.

MAIN TASKS AND RESPONSIBILITIES:

ROLE SUMMARY

The post-holder will

- Manage a caseload and the provision of mental healthcare services, to children and young people with mild to moderate mental health difficulties.
- Holistic assessment of mental health
- Work in partnership with Primary Mental Health, CAMHS, Schools and GPs
- Offer high quality brief outcome focused evidence-based practice
- Develop, support and train CWPs, EMHPs and other colleagues in evidence based, innovate practice within and outside of the organization.
- Provide support to junior colleagues under the direction of a senior colleague.

DUTIES AND RESPONSIBILITIES

CLINICAL

1. Contribute to the assessment, and deliver outcome focused, evidence-based interventions to children and young people experiencing mild to moderate mental health difficulties.
2. Working in partnership, support children, young people experiencing mild to moderate mental health difficulties and their families
3. Work in partnership with children, young people, and families in the development of plans for the intervention and agreed outcomes.
4. Support and empower children, young people, and families to make informed choices about intervention.
5. Undertake assessment of risk to self and others.
6. Adhere to the service referral protocols and signpost unsuitable referrals to the relevant service as necessary
7. Provide a range of information and support for evidence based psychological treatments. This may include guided self-help. This work may be face-to-face, by telephone or via other media.
8. Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week to improve timely access and minimise waiting times.
9. Attend multi-disciplinary meetings relating to referrals or CYP in treatment, where appropriate.
10. Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection.
11. Assess and integrate issues relating to transitions, education, and training/employment into the overall therapeutic process.
12. Work within a collaborative approach involving a range of relevant others when indicated.
13. Work in collaboration with children, young people, and communities to enhance and widen access.
14. To provide a service that is equitable and non-discriminatory in terms of age, gender, ethnicity, and disability.
15. Make appropriate referrals to other service providers in the statutory and voluntary sectors and redirect patients to other sources of appropriate support within the local community as required.
16. Develop a 'local knowledge' of the locality and its services and facilities, particularly in relation to mental health issues.
17. Educate and involve family members and others in treatment as necessary
18. Provide a service that is flexible as far as possible in terms of clinic hours or other arranged hours.
19. Conduct risk assessments, prepare risk management plans and initiate appropriate action where indicated (including requests for mental health act assessments and referrals to relevant secondary care services), and discuss and notify supervisors and safeguarding leads within the school and trust (as appropriate / required).
20. Along with supervisors, make decisions on suitability of new referrals with advice sought from senior MHST practitioners and / or CAMHS clinicians and supervisors, adhering to the department's referral protocols, refer unsuitable clients on to the relevant service or back to the referral agent as necessary
21. Assess and integrate issues surrounding work and employment into the overall therapy process.
22. Always operate from an inclusive values base which promotes recovery and recognizes and respects diversity.

23. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered.
24. Complete all requirements of data collection

Clinical Supervision and Training

1. Engage in and respond to personal development supervision to improve competences and clinical practice.
2. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
3. Following relevant training, undertake appropriate clinical supervision on a regular basis in accordance with the relevant professional guidelines and policies.
4. Attend locally organised and national training appropriate to the work role and agreed with line manager.
5. Proactively take responsibility for attending supervision, case management and line management regularly, participate in objective setting, performance reviews and respond to agreed objectives.

Professional

1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up to date on new recommendations/guidelines set by the relevant departments.
2. Ensure clear objectives are identified, discussed, and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
3. Participate in individual performance review and respond to agreed objectives.
4. Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
5. Attend relevant conferences/workshops in line with identified professional objectives.
6. Adhere to the policies and procedures of the Trust and the Service.
7. Maintain appropriate clinical records in keeping with service operational policy.
8. Attend, organise and chair meetings as appropriate.
9. Ensure that client confidentiality is always protected.

10. Co-ordinate and liaise between different staff groups.

GENERAL

11. To contribute to the development of best practice within the service.
12. To maintain up-to-date knowledge of legislation, national and local policies, and procedures in relation to children and young people's mental health.
13. Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance, and best practice.
14. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients, and the general public.
15. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
16. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
17. This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES

MOBILITY

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

HEALTH and SAFETY

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

INFECTION CONTROL

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

HEALTH PROMOTION

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

FLEXIBLE WORKING

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

SMOKING

Barnet, Enfield & Haringey Mental Health NHS Trust has a smoke free policy. Smoking will not be permitted on any Trust premises (including the grounds that those premises are sited on) or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hours.

EQUAL OPPORTUNITIES

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

POLICIES AND PROCEDURES

All employees, at all times are subject to the policies and procedures of this Organisation.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

DATA PROTECTION

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

CONFIDENTIALITY

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be

treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information.
2. Only use it when absolutely necessary.
3. Use the minimum that is required.
4. Access should be on a strict need to know basis.
5. Everyone must understand his or her responsibilities.
6. Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

MANDATORY TRAINING

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

SATISFACTORY CLEARANCES

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

PROFESSIONAL REGISTRATION

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

ADDITIONAL CLAUSE FOR ALL MANAGERS

RISK MANAGEMENT

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

BEH-MHT VISION AND VALUES

Our vision

Our vision is embedded within our clinical strategy. We want to help people live, love, do.

- Live - A safe and secure place to call home
- Love - Re-building relationships which may have broken down during a period of illness
- Do - Help people to find a meaningful activity - that may be getting back into employment or further education

Our values

The Trust's values are:

- Compassion
- Respect
- Being Positive
- Working together

NHS VALUES

It is recommended that where possible the NHS values below are reflected in job descriptions. Please go to the NHS Confederation website for further information www.nhsconfed.org

RESPECT AND DIGNITY

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

COMMITMENT TO QUALITY OF CARE

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

COMPASSION

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

IMPROVING LIVES

We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

WORKING TOGETHER FOR PATIENTS

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

EVERYONE COUNTS

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

DIGNITY AT WORK STATEMENT

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

PERSON SPECIFICATION

GENERAL INFORMATION

Job Title: Qualified Child Wellbeing Practitioner / Education Mental Health Practitioner

Band: 5

Department: Enfield CAMHS

A person specification should comprise of a list of attributes required of the role. Essential criteria are those without which, the post holder would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better or require a shorter orientation period. You should not include any reference to numbers of years' experience unless justified.

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>A relevant degree, from a UK university or an overseas qualification of an equivalent standard in a relevant subject (e.g. psychology) with relevant experience and competencies as required</p> <p>Children and Young People's Psychological Wellbeing Practitioner Qualification or Education and Mental Health Practitioner from accredited training provider</p>	<p>Additional training in core profession such as nursing, social work, occupational therapy, speech and language therapy, counselling or within a specific psychological therapy.</p> <p>Psychology or other health / social care / youth related undergraduate degree.</p> <p>Health related postgraduate degree</p>	<p>Application Form</p> <p>Certificates</p>

EXPERIENCE	<p>Evidence of working with children and young people with a range of emotional concerns and mental health difficulties, and their parents, using evidence-based approaches and routine outcome measures to evaluate work and develop collaborative care plans with the CYP and families</p> <p>Ability to adapt work to school and community based contexts</p> <p>Demonstrates high standards in written communication</p> <p>Able to demonstrate an appropriate level of knowledge of mental health practice from previous experience</p> <p>Demonstrate effective risk assessment and risk management experience</p> <p>Experience in working in a team and partnership working</p> <p>Understands why it is essential to use evidence-based interventions when possible</p>	<p>Experience of working in mental health, education or related services</p> <p>Worked in a service where agreed targets in place to demonstrating outcomes</p> <p>Ability to manage own caseload and time</p> <p>Experience of screening, assessing and clinical intervention</p> <p>Experience in supporting service development</p>	<p>Application form</p> <p>Interview</p> <p>Professional portfolio</p> <p>References</p>
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	<p>Experience in providing CBT-based interventions for children and young people experiencing, mild to moderate anxiety, low mood and behavioural difficulties.</p> <p>Experience of multidisciplinary working</p>		
SKILLS	<p>Ability to evaluate and put in place the effect of training</p> <p>Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</p> <p>Able to develop good therapeutic relationships with clients</p> <p>Able to effectively prioritise own workload and use team</p>	<p>Competent assessment skills</p> <p>Effective analytical and decision-making skills. Care planning skills</p> <p>Risk assessment knowledge and skills</p> <p>Competent and effective treatment skills</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>resources effectively</p> <p>Respond flexibly and appropriately to unforeseen circumstances</p> <p>Capacity to maintain a high degree of professionalism in the face of highly emotive and distressing problems</p> <p>Knowledge of the theory and practice of specialised psychological therapies with children, young people and families</p> <p>Knowledge of legislation in relation to the client group and mental health</p> <p>Understanding of the need and rationale for using evidence based psychological therapies</p> <p>Ability to meet agreed/specified service targets</p> <p>Ability to manage own caseload and time</p> <p>Skills in using IT, including office applications, clinical record systems (e.g. RiO) and database/statistical applications e.g. Excel, SPSS)</p>		
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	<p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively, including to inform formulation, action plans and direct work with CYP</p> <p>Ability to work cross-culturally</p> <p>Ability to use outcome measures for both clinical and audit purposes</p> <p>Ability to manage conflict and respond to complaints</p>		
KNOWLEDGE AND TRAINING	<p>Demonstrates an understanding of children and young people's mental health and how it may present</p> <p>Knowledge of NHS policies, procedures and guidelines</p> <p>Demonstrates an understanding for the need to use evidence-based psychological</p>	<p>Knowledge of outcome measures and their use for clinical and audit purposes</p> <p>Knowledge of health promotion</p> <p>An awareness of serious mental health presentations</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>therapies and how it relates to this post</p> <p>Models of assessment, screening and risk assessment and risk management</p>	<p>Evidence of further training in psychological interventions/therapy</p> <p>Knowledge of local wider systems and networks</p> <p>Effects of drug and alcohol use on mental health</p>	
<p>OTHER (Please specify)</p>	<p>High level of enthusiasm and motivation</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use supervision and personal development positively and effectively</p> <p>Ability to work under pressure</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective in personal</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

	and professional development and in supervision		
	Ability and willingness to travel to locations throughout the organization.		

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

Date:
July 2021

