

## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Job Title:	Prison Mental Health Social Worker
Band:	6
Responsible to:	Team Manager
Responsible for:	Band 3 – 5 clinical staff
Accountable to:	Matron/Service Manager/Head of Service

Place of work:	Prisons
Hours:	37.5 Hours

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## **JOB PURPOSE**

The post holder will be responsible to the integrated Mental Health Team Manager who will allocate, monitor, and review all work through regular and formal supervision alongside the senior practitioner. It is expected that the post holder will work closely with colleagues from other disciplines in an efficient and effective way.

The Mental Health Social Worker, as part of the integrated Mental Health Team, will have a key role to play in assessing and accessing services for service users who are currently in prison. The emphasis of their work will focus on facilitating and supporting early assessment and identification of need. Where necessary a timely Mental Health Act transfer to secure hospital will be facilitated with the post holder playing a key role in coordinating this.

The post holder will be required to be an integrated and supportive member of the team and to work autonomously within professional guidelines and comply with the governance of social work practice within the area served. They will be required to implement policies and enact service developments and policy changes within own area of practice as agreed with the relevant lead social worker and/or team leader. They will provide support to the wider multidisciplinary team regarding both children's and adult safeguarding responsibilities. The post holder will demonstrate the skills to maintain their Social Work professional identity and assert the social perspective when working within the prison environment.

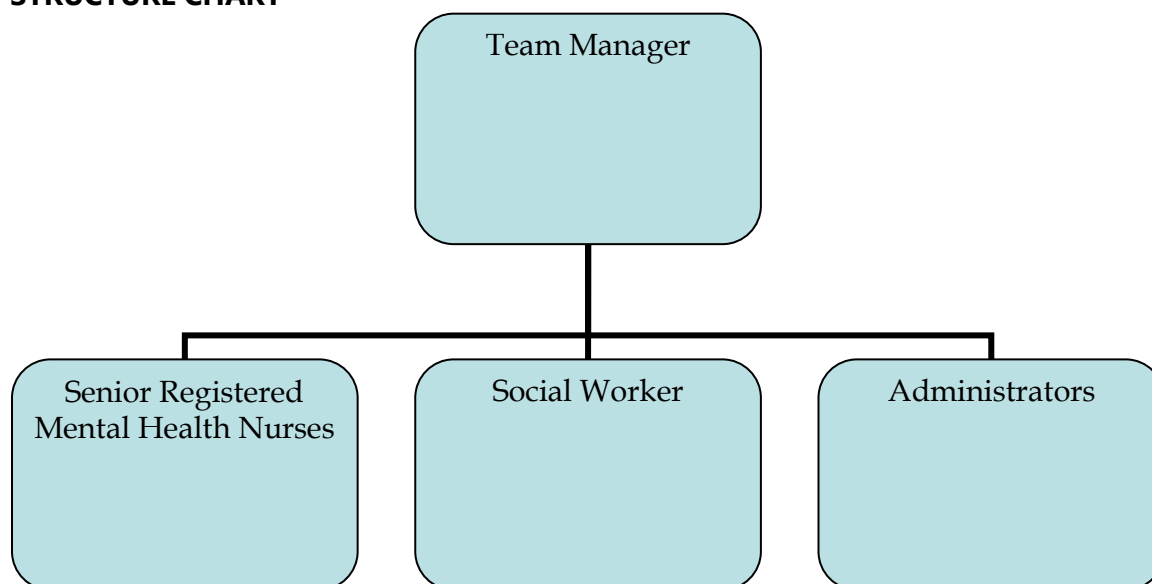
This post will involve working with prisoners with all types of mental illness, substance misuse, and often very complex problems.

## **DUTIES AND RESPONSIBILITIES**

- To conduct "needs" led assessments and, where appropriate, initiate a multidisciplinary assessment. Care will be delivered under the framework of CPA.
- To communicate assessment information, care plans and risk factors to individuals, their carers, professionals, and MDT as appropriate. Communicate complex and sensitive issues in an appropriate manner and address any barriers to understanding
- To make thorough assessments, develop and implement care plans for individuals, including complex cases involving vulnerable adults, child protection issues, management of risk and issues of homelessness on release from prison.
- To coordinate discharge/release with individuals in collaboration with the wider prison departments and receiving community services.
- To organize and chair CPA meetings, case conferences (excluding vulnerable adult case conference), including collating assessments from various agencies, ensuring relevant clinical and legal documentation is available. To cooperate with Multi Agency Public Protection Arrangements.
- To make a speedy and appropriate response to all work allocated and within the agreed timescale.
- To deal with crisis situations in liaison with the prison and the ACCT process.
- To maintain individuals records in accordance with Directorate requirements, and, where appropriate, co-ordinate with other agencies involved in the care. To input data in relation to client activity onto the relevant electronic systems.

- To fulfill responsibilities in the rehabilitation and aftercare of patients through the Care Programme Approach and after-care requirements of mental health legislation.
- To ensure commonality of approach to people with mental health needs by forming close working relationships with colleagues in statutory and voluntary agencies and with colleagues within other NHS organizations delivering Adult Social Care.
- To provide social work support to individuals and their carers and families and involve them in all planning and actions taken, helping to develop motivation and daily living skills.
- To operate within the professional competencies and capabilities of Social Work/Social Care as described by the Health and Care Professions Council.
- Practice in line with the Capabilities Framework of the College of Social Work
- To promote an awareness of Mental Health and to act as an information and advice individuals and Carers, other professionals, and agencies on mental health related matters.
- To lead /advise on funding applications to the relevant Funding Panel/Resource Allocation Meeting, including representation to Continuing Health Care Panel, applying national eligibility criteria.
- To undertake any other duties required by Management which are commensurate with the grading of this post. Additional responsibilities dependent on service and individuals and carer needs.
- To explore innovative ways of ensuring individual and carer involvement in care delivery and service development within a prison setting.
- To ensure liaison with Voluntary Groups who can provide valuable services: Drop-in's, Advocacy, housing, etc.

## STRUCTURE CHART



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## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene,

decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION

<b>Band: 6 Social Worker</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Knowledge Requirements	<ul style="list-style-type: none"> <li>• In depth knowledge of legislation as it relates to people with mental health difficulties.</li> <li>• Good organisational skills - and ability to manage time, prioritise work and meet deadlines.</li> <li>• Excellent communication skills, both written and verbal in order to communicate with people using our services, carers, staff and partners in an open and honest way using inclusive language.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of key developments nationally in the provision of Criminal Justice services for people with mental health services.</li> <li>• An understanding of prison-based work.</li> <li>• Awareness and understanding of the Recovery Model and social perspectives in mental health</li> </ul>
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> <li>• Professional Social Work qualification, DipSW, CQSW, CSS or Foreign qualification where certified by Health Professionals Council</li> <li>• Ensuring registration with the Health and Care Professions Council at all times</li> <li>• A commitment to ongoing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Current Approved Mental Health Professional status or commitment to undergo appropriate training to achieve and maintain AMHP status</li> </ul>
Further Training or Job Related Aptitude and Skills		
Experience	<ul style="list-style-type: none"> <li>• Experience of working with service users with complex mental health problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with service users with mental health problems and who are involved in the Criminal justice system.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to manage stressful situations.</li> <li>• An awareness and commitment to involving individuals in the planning and developing of services.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to equal opportunities and anti-discriminatory practice.</li> <li>• A passion for promoting the rights and entitlements for vulnerable adults.</li> <li>• A champion for the values and objectives of prevention, early intervention and Social</li> <li>• Care in enabling people to exercise choice and control over their lives.</li> </ul>	
Contractual Requirements or other requirements	Ability to travel between sites and to regional meetings	