East Lothian
Health & Social Care Partnership

JOB OUTLINE	
JOB TITLE: Mental Health Officer (Senior Practitioner)	**JET CODE: 6566**
SERVICE: Adult Statutory Services	
DIVISION: Adult Services	
REPORTING TO: Lead Senior Practitioner (Mental Health)	
RESPONSIBLE FOR: Supervision of non-professionally qualified officers as and when required	

JOB PURPOSE:
To work as part of a Mental Health Officers' team providing a responsive and needs led service.

To provide a high standard of Mental Health Officer and Social Work practice that ensures appropriate services are provided to meet clients' needs within the department's statutory obligations and departmental policies and procedures.

MAIN DUTIES:

- Manage a caseload of varying degrees of complexity and maintain case records.
- Respond to Social Work and Mental Health Officers' Statutory obligations.
- Support, counsel and work proactively with service users and carers.
- Work effectively with service users and carers to undertake needs led assessment.
- Liaise with colleagues from other agencies both internal and external, i.e. Police Scotland, Health, etc.
- Implement, monitor and review care plans, record unmet need and care manage complex cases.
- Negotiate with service providers and cost packages of care.
- Participate in the MHO Duty System to provide duty and standby cover, respond effectively to duty calls and make initial assessments. Provide advice about Social Work related services.
- Provide reports for case conferences and other forums to an acceptable standard.

- Demonstrate initiative and responsibility in the organisation and performance of work within the policy and practice framework of East Lothian Health & Social Care Partnership, with regular planned supervision from the line manager.
- Provide information/advice/opinions regarding Mental Health Legislation.
- Prioritise, attend and contribute to staff meetings and service development sessions.
- Maintain concise, accurate and relevant case recording.
- Participate in monitoring and evaluation of service delivery.
- Undertake training/staff development courses to maintain registration and development, as appropriate.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree in Social Work (or other recognised Social Work Qualification i.e. CQSW, Dip SW, CCETSW) and relevant post qualifying award(s) in Mental Health.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

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PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Degree in Social Work (or other recognised Social Work Qualification i.e. CQSW, Dip SW, CCETSW) and relevant post qualifying award(s) in Mental Health **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**. This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**	Practice Teaching Qualification
Previous Experience (Paid & Voluntary Work)	Knowledge and understanding of relevant legislation (Adult with Incapacity (Scotland) Act 2000, Mental Health (Care and Treatment) (Scotland) Act 2003) and Adult Support and Protection Act (Scotland) Act 2007) Experience of working with at least one Community Care client group Experience of setting up and monitoring care packages utilising a range of available resources Experience of liaising with other agencies Experience of care planning and care management	An authorised council officer under the Adult Support and Protection Act (Scotland) 2007 Experience of close working within a team involving clients, carers and other disciplines Experience of Working Groups Experience of working in other sectors, e.g. health or voluntary

	Experience of supervising the work of others	
Knowledge/ Skills /Competencies	Effective verbal and written communication skills Effective organisational and time management skills A skilled user of Microsoft Office Able to evidence sound practice and values base	Understanding of principles and practice of Single Shared Assessment Understanding of implications of Community Care legislation for range of client groups
Personal Qualities	Sound assessment skills to underpin needs-led assessment Excellent interpersonal skills Able to develop effective relationships with clients, carers, colleagues and service providers Ability to identify and assess risk Ability to travel throughout East Lothian Ability to investigate and resolve problems Ability to prioritise a varied and complex workload Ability to use own initiative Ability to work under pressure and meet deadlines Ability to work flexible as part of a team Ability to develop effective relationships with stakeholders Ability to deal sensitively with individual clients, including the need to maintain confidentiality	Empathetic Interested in the rights and welfare of clients

	Ability to maintain confidentiality relating to sensitive or personal matters Ability to work with and explain detailed legislative information Flexible with ability to adapt practice to individual situations Realistic approach to resource availability and use	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	