

Recruitment Information Pack

Job Title	Social Worker Perinatal Mental Health
Reference No	509.113
Location	St John's Hospital (Pan Lothian)
Hours	36 hours
Salary	£46,944 - £51,524
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the council's compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#).

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email

DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the [Information Commissioner's Office](#).

About Social Policy

Social Policy encompasses a wide range of services planned for and delivered to a large number of people with a spectrum of differing needs. Social Policy services have a duty to meet the needs of the vulnerable in communities.

Community Care

Community Care spans a wide range of services to adults and older people who have care needs. Services include Care at Home, Care Homes, Occupational Therapy, Sheltered Housing and Housing with Care, Support for People with Learning and Physical disabilities and Support for People with Mental Health Problems and Addictions.

The main aim of the service is to promote, enable and sustain independence and social inclusion for service users and carers.

Children & Families

The primary function of the teams and services within Children and Families is to ensure that children, young people and families can maximise their potential through the identification of additional support services and ensuring that children and young people are safe. The service delivers services that are child centred, developed in partnership with other organisations and with families themselves that tackle inequalities and focus on improved outcomes for children.

Criminal & Youth Justice Service

The main focus of the service is on providing services statutorily required through legislation for the assessment, supervision and management of offenders. The service supports offenders to live in the community and works to ensure that the aims of reducing reoffending are achieved.

Council Strategies

Social Policy has responsibility for the development and implementation of the Children's Services Plan, Public Protection Strategy, Reducing Reoffending Strategy, Older People Joint Commissioning Plan, Learning Disabilities Joint Commissioning Plan, Physical Disabilities Joint Commissioning Plan, Mental Health Joint Commissioning Plan, Substance Misuse Joint Commissioning Plan

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics

How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Gmail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council
Hours of Work	<p>Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.</p> <p>School based staff are employed on sessional contracts of either 38, 39 or 40 weeks.</p>
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1 st April each year, until you reach the top of the grade.
Annual Leave	<p>Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.</p> <p>School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.</p>
Public Holidays	<p>There are 7 paid public holidays.</p> <p>Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements.</p>
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.
Appraisal Development and Review	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year.

Employee Benefits	<p>The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can also take advantage of 20% off membership and free joining fees with West Lothian Leisure.</p> <p>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme.</p>
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.

Job Description

Job Title	Social Worker Perinatal Mental Health
Reports to:	Children & Families Team Manager, West Lothian Professional Supervision, Perinatal Services Consultant Nurse
Location:	St John's Hospital (Pan Lothian)

Purpose of the job

To provide specialised social work service to the Community Perinatal Mental Health Team and Regional inpatient Mother & Baby Unit. Undertaking an integrated range of social work services in relation to maternal mental health, child welfare promotion and support for children and their families. Preventative work and joint work with other agencies as required by relevant social policy and NHS managers

Job Scope

The Post holder has responsibility for undertaking specialist social work assessment to identify need and delivery of care for pregnant and postnatal (up to 12 months) women with moderate to severe mental illness who require perinatal mental health care from the community perinatal team or mother and baby unit.

Effective inter-agency collaboration and co-operation is required to ensure a well co-ordinated service is provided to patients/clients.

To deliver these services in accordance with current legislation and Council procedures and standards. To contribute and represent the service throughout investigations, Child Protection Planning Meetings, Adult Protection Case Conference, including preparing any written reports as required within these processes.

Population and demographic indicators of the area are:

Community: NHS Lothian birth rate is an average of around 9,000 births per year. The post holder will carry a community caseload size agreed within the service and in line with their FTE. The post holder will be required to work across all areas within NHS Lothian, working on multiple sites and community hospitals. **The post holder is required to drive.**

Regional Inpatient: The mother and baby unit is a 6 bedded unit providing a perinatal inpatient service for NHS Lothian and regional partners.

Principal Accountabilities/Key Tasks

- To ensure mothers and their children coming into the Perinatal Mental Health Service have their social care needs met.
- To ensure optimal outcomes through engagement with other social work services e.g. children's services, care services.
- To Improve social functioning for women and their mental health and women in their parenting role and for family functioning.
- To ensure that women who require longer term supportive services or a package of care have that care in place.

- To enable these outcomes by liaising effectively with relevant services e.g. voluntary sector, carer support, children's services, social care services.
- Ensure that women have their rights met under the relevant legislative frameworks e.g. mental health act/ adults with incapacity, children's act, vulnerable adults etc.
- To work with Carers and families providing advice, guidance information, support and signposting.
- To enable infants and other children to have the support they need and promote the welfare of children and their family within the provisions of the Children (Scotland) Act 1995 including the development of initiatives with other agencies.
- To optimise social functioning, housing, financing, social inclusion, employment.
- Contribute to holistic assessment process including assessment of social needs and family needs.
- To optimise recovery of women in the service.
- To reduce impact on infant outcomes, carers wellbeing and improve family functioning/ outcomes.
- To support decision making in terms of child protection and adult protection.
- To Identify and respond to vulnerability e.g. domestic violence, substance use etc.
- To comply with relevant legislative frameworks.
- To identify unmet need and ensure this is reported using current agency mechanisms.
- To ensure work is appropriately recorded in accordance with both council and NHS policies and procedures.
- To participate actively in all team activities, including team development and training and team meetings.
- To participate in appropriate personal development and training opportunities.
- When required, to participate on other groups as a representative of the service.
- To develop and maintain a working knowledge of current relevant child and adult legislation.
- Can help ensure women access the right care and support that is needed outside of the perinatal clinical team.
- Ensuring culturally sensitive needs met and vulnerable populations needs met e.g. BME/ refugee population/ homeless population.
- To link with early years services as well as adult mental health social care and voluntary sector and housing services.
- Contribute and represent the service at relevant investigations, Child Protection case conferences and Adult Protection Case conferences, preparing any written reports to feed into these processes.
- For women admitted with current social work involvement, early liaison with the relevant services to ensure existing SW issues are fed into the MDT assessment.
- Involvement in internal and external education and training programme.
- Some perinatal mental health social workers may develop additional skills in therapeutic interventions and may have a more clinically focussed aspect to their roles. Where this exists, they will have access to appropriate training and supervision to support that role.
- The role requires a level of autonomous working, which requires excellent time management skills.

Qualifications, Skills, Knowledge

Essential

Approved and recognised Social Work qualification
3+ years post qualifying experience

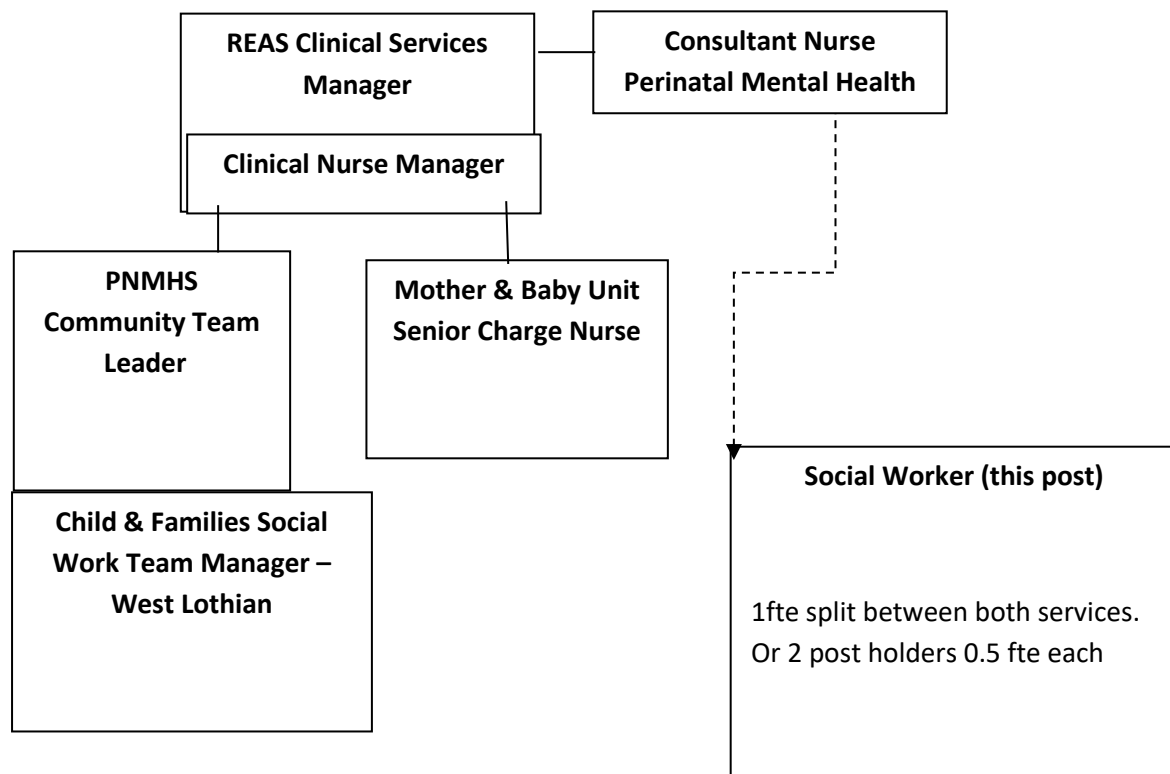
Desirable

MHO accreditation
See Person Specification

Other Essential Information

Enhanced Disclosure check required (PVG)
Registration with Scottish Social Services Council (SSSC) required

Organisational Chart



PERSON SPECIFICATION

Requirements (E = Essential; D = Desirable)	E	D
Education/Training/Qualifications Approved and recognised Social Work qualification. Mental Health Officer and/or Child Protection Certification.	E	D
Previous Experience (Paid & Voluntary Work) Previous experience of working within a children and families environment (3+ year post qualifying experience) Previous experience of working within a Perinatal Mental Health service. Previous experience of/ or strong commitment to working with people with mental health problems.	E	D D
Skills/Abilities/Knowledge Knowledge of child care legislation. Knowledge of child development and children's' needs. Knowledge of Child Protection, Adult Protection and Mental Health legislative requirements. Completion of the 7 essential modules in perinatal mental health.	E E	D D
Personal Qualities (e.g. needs to remain calm in a crisis or needs to have ability to deal with challenging behaviour) REQUIRED SKILLS: Effective Communication Evidenced Assessment Good interpersonal Administrative Recording Listening ABILITY TO: Identify & manage risk work on own initiative. Plan and prioritise workload. Work under pressure. Dynamic and can adapt work pace depending on clinical need. Work effectively as a multi-disciplinary team member.	E E	
Other Requirements Experience of multi-disciplinary work. Can drive and hold a current licence.	E E	