Mental Health Officer

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Mental Health Officer	
Service Area: Mental Health, Addiction and Learning Disabilities	**Section: Mental Health**
Reports to: Senior Mental Health Officer	**Grade: 8**
Position Number: SW1622	**Gauge Reference: A4058**

2. JOB PURPOSE

- To undertake all statutory duties associated with the Mental Health Officer role and in accordance with all relevant legislation: Mental Health Care and Treatment (Scotland) Act 2003; Adults with Incapacity (Scotland) Act 2000; Criminal Procedures (Scotland) Act 1995 and associated legislation;
- To provide a professional social work service to people affected by mental disorder and their carers;
- To promote social inclusion and the health and wellbeing of individuals and their carers/families.

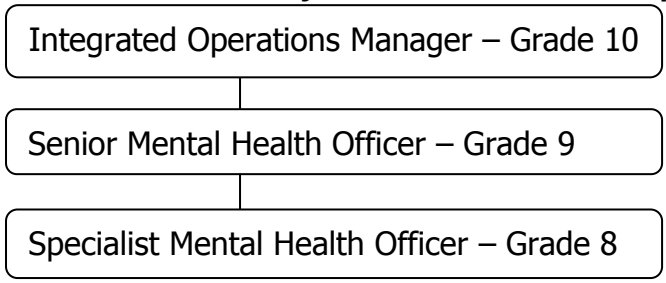
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: N/A

Staffing Direct: N/A

Staffing Indirect: N/A

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

The role of the Mental Health Officer (MHO) Service is to discharge all statutory duties as prescribed in legislation. The MHO service seeks to ensure that service users and their carers are afforded access to supports and services to a level that is consistent with need, and in accordance with HSCP policies and procedures.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- To provide a professional MHO service to people affected by mental disorder.
- To undertake statutory assessments and complete reports and applications under the terms of the relevant legislation.
- To assess individual and carer needs, plan interventions and implement care plans.
- To support and help individuals and their carers / families, promote social justice, health improvement, personal wellbeing and social development.
- To promote the views of individuals through consultation with the person, carer, named person and independent advocate.
- To safeguard and promote the person's dignity, rights and personal identity.
- To respect the person's right to make informed decisions and ensure that the person is involved in decisions and decision-making processes.
- To participate in and contribute to the effective operation of the team and the overall service.
- To promote, develop and maintain cordial and effective working relations with colleagues in other organisations and to work jointly with colleagues in other services for the benefit of individuals and their carers / family.
- To provide information, advice and consultancy to consumers and colleagues.
- To convene, co-ordinate and participate in meetings, reviews and case conferences.
- To contribute to policy, planning and development.
- **Supervision, Training & Development**
- To participate in and contribute to professional supervision and personal development planning.
- To participate in and contribute to staff training programmes.

- To mentor social workers on MHO courses and to assist students on placement.

- To keep abreast of local, national and international policy, strategic directions and theoretical perspectives in the field.

- **Monitoring & Evaluation**

- To assist in the monitoring of operational practice, systems, standards and performance.

- To provide reports for line managers.

- To promote and participate in research, audit and evaluation.

- **Health & Safety**

- To be familiar with individual and organisational roles and responsibilities.

- To promote health and safety standards in all areas of practice.

- To report areas of concern to the supervisor as appropriate.

7. PROBLEM SOLVING

The post holder would be expected to have the necessary skills and experience required to discharge complex duties in a highly specialised and often challenging area of practice. A significant degree of autonomy is associated with the role of MHO and the post holder must be able to demonstrate the ability to utilise sound professional judgement skills.

It is also necessary for the post holder to have a thorough knowledge and understanding of social work and mental health legislation and its implications for practice.

8. PLANNING

Effective organisational skills are essential in discharging MHO duties effectively and efficiently. Many tasks are subject to prescribed timescales and it is necessary to employ strong workload management techniques, and to demonstrate the ability to work under pressure, to prioritise work, and to meet deadlines.

9. ASSIGNMENT AND REVIEW OF WORK

All statutory MHO work is allocated by the Senior Mental Health Officer or another manager as appropriate.

An established system of formal supervision is in place to ensure that all MHOs receive appropriate support and guidance. The post holder would be directly supervised by the Senior Mental Health Officer who is an experienced MHO.

Whilst many elements of MHO practice are autonomous in nature, all practice will be reviewed in accordance with West Dunbartonshire HSCP policy, and the post holder would be expected to practice to the highest standard, demonstrating sound professional values, ethics, and integrity.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

Effective collaborative working relationships are essential to the effective discharge of MHO duties. The post holder would be expected to consult and collaborate with colleagues within the organisation in an open and respectful manner.

External communications and working relationships:

Effective communication is essential in discharging the duties of a MHO. The post holder would be required to demonstrate an ability to engage effectively and in an inclusive manner with service users and carers.

A key component of the post is positive multi-disciplinary working with a range of professionals and organisations. It is essential that the post holder has the skills and experience required to engage in a constructive, confident, and assured manner, with a view to securing the best possible outcome for the service user and/or carer.

11. DECISION MAKING

The post holder would be required to make critical decisions in often high pressure situations. As such, a thorough awareness of the issues and challenges encountered by mental health service users is required, in combination with knowledge of relevant legislation and social policy. Effective consultation is often key to the decision making process, and the post holder would be expected to make appropriate provision to consult with relevant others including the line manager and peers.

12. MOST CHALLENGING PART OF THE JOB

- Autonomous decision making in very demanding and complex, high risk situations, often involving interpretation and application of relevant legislation;
- Completing comprehensive assessments and applications whilst subject to very tight, prescribed timescales;
- Being subject to accountability within the context of the legislative structures including Mental Health Tribunals and the Sheriff Court;
- Managing contention and potential conflict with service users, carers and other professionals is a central component of the post.

13. GENERAL

Disclosure/PVG membership: YES PVG - Children and Adults

Politically Restricted Post: NO

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

No mandatory training required.

Post Descriptor prepared by: Interim Senior MHO Date: 17/01/2023

SECTION 2: PERSON SPECIFICATION

Essential	**Desirable**
Qualifications/Professional Membership	
- Formal Social Work qualification: Degree, PG Diploma, CQSW or equivalent	Post qualifying award: - Practice Teaching - Child Protection
- Mental Health Social Work Award/MHO accreditation	
- SSSC registration	
Training	
A willingness to participate in and deliver training as required, and consistent with job profile.	Completed Practice Assessor training (MHO course)
Experience	
- Must be an experienced and confident Mental Health Officer	- Experience of collaborative working in a multi-disciplinary context
	- Experience of delivering training
	- Experience of working to deadlines
Knowledge and Skill	
- Sound assessment skills	- Competence in use of CareFirst 6 system
- Ability to contribute to risk assessment and management processes	- Possess a full, clean driving licence and have access to a vehicle
- Excellent report writing skills	- An good awareness of capacity issues
- Ability to work under pressure	
- Computer literate	
- Strong workload management skills	
Disposition	
- Must be honest, trustworthy, and committed to promoting the highest standards of professional values, ethics and integrity	- Be a resilient practitioner
- Ability to work positively within a team context but also on a lone working basis as required	
- Must be able to demonstrate a commitment to working on an inclusive, enabling, and non-discriminatory basis.	