

# Lancashire County Council

## Job description for the post of: Approved Mental Health Professional

<b>Directorate:</b> Adult and Community Services	<b>Location:</b> Lancashire
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<b>Establishment or team:</b>	AMHP service	<b>Post number:</b>	F-027-0002
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<b>Grade:</b> Scale 9	<b>Line manager:</b> AMHP Manager	<b>Car user:</b> Y
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<b>Staff responsibility:</b> 0	<b>Number of staff directly supervised:</b> 0	<b>Which business plan covers this post? Adult and Community Services Directorate</b>
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### Our key objectives for Lancashire County Council

The following key objectives will shape the activities of the council going forward. These are grouped into four themes.

#### Our citizens

- Growing up prepared for the future
- Improving health and wellbeing
- Supporting people in need

#### Our communities

- Making Lancashire communities safer
- Making Lancashire communities stronger

#### Our county

- Promoting sustainable economic growth
- Improving roads and transport
- Protecting and improving our environment

#### Our organisation

Responding to significant financial, policy and service challenges means adapting our organisation to ensure it is fit for purpose while striving to ensure our customers receive the highest standards of service. This objective will shape the organisation in the future

#### Aims

To deliver high quality integrated services  
 To work well with others in health and social care  
 To make the best use of all our resources.

### The purpose of this job is:

To be part of a team provide a duty Approved Mental Health Professional Service for Lancashire residents who require assessment under the Mental Health Act 1983.

The Approved Mental Health Professional service is an innovative development in Lancashire and will require highly skilled, resilient and experienced AMHPs to undertake assessments in accordance with legislation and related Codes of Practice. The post holder will need to:

- Contribute to service delivery that is person centred and outcome focussed with an emphasis on least restrictive principles and enabling recovery.
- Ensure collaborative work with colleagues and with other professionals and agencies with an emphasis on a multi agency team of support being in place to work with individuals whose needs are complicated or unstable.

## Core tasks

1. To deliver a professional AMHP service.
2. To contribute to the delivery of personalised assessments in line with legislation and guidance and in line with county policies and procedures.
3. To contribute to the provision of high-quality assessments, reviews and support plans for individuals, in consultation with the person and their carer.
4. To liaise with others involved in the service users / carers care to support decision making in future needs – such as provision of ongoing effective, support, contribute to information gathering regarding safeguarding of children and adults and effective risk management. Including clear decision making and reporting on outcomes.
5. To communicate effectively with customers, carers, other agencies and professionals to support the delivery of a co-ordinated response to customer and carer needs
6. To effectively manage your own assessment allocations and support allocation to others as part of a duty system.
7. To keep effective records in relation to the work undertaken using Social Care electronic records and health recording systems.
8. To contribute to effective team working and to service development and to work with management to identify improvements that could be introduced to enhance the efficiency and effectiveness of the Directorate
9. To undertake continuous professional development including attendance at formal training
10. To maintain Approved Mental Health Professional status as required by the local authorities maintaining competence framework – update training, supervision, peer meeting attendance, relevant private study. The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

<b>Prepared by:</b>	Karen Hacking/Mark Hammond	<b>Date</b>	Jan 2023
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### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

## Person specification form

<b>Job title:</b> Approved Mental Health Professional		<b>Grade:</b> Grade 9
<b>Directorate:</b> Adult and Community Services		<b>Post number:</b>
<b>Establishment or team:</b> AMHP Day service		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
SW, CSS, DCQipSW or equivalent or with training and/or experience relevant to the post.	E	AF/I
Current SW England registration,	E	AF/I
Approved Mental Health Professional	E	
<b>Experience</b>	E	AF/I
Minimum 2 years as a practising Approved Mental Health Professional	E	AF/I
Accepting referrals.	E	AF/I
Gathering information.	E	AF/I
Assessing the needs of individuals and their families	E	AF/I
Work in a Social Services Directorate, NHS or other Statutory or Voluntary Agency.	E	AF/I
Work with adults with mental health/health/Social Care issues in community settings.	E	AF/I
Managing a caseload	E	AF/I
Determining priorities	E	AF/I
Working as a member of a team	E	AF/I
Working as a member of an integrated health and social care team	D	AF/I
Experience of managing Safeguarding Adults investigations and complex cases	D	AF/I
Working with offenders.	D	AF/I
<b>Knowledge, skills and abilities</b>		
Knowledge of legislation relating to social care, MHA, MCA and Care Act 2014.	E	AF/I
Experience in assessing and analysing need and risk and planning care with individuals.	E	AF/I
Experience in working effectively with other agencies and professionals.	E	AF/I
Working understanding of relevant legislation and its application and ability to work within legal framework and accountability.	E	AF/I
IT literate, experience in using manual and computer systems for record keeping.	E	AF/I
Negotiating and networking with a range of professionals.	E	AF/I
Numerate and able to contribute to management of budgets and resources.	E	AF/I
Organisational skills, able to prioritise and manage a generic case load and work independently under pressure.	E	AF/I
A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving these.	E	AF/I

Effective written and oral communication skills appropriate to the situation.	E	AF/I
A commitment to improving practice standards and personal competencies through continuous professional development, and use of supervision and appraisal to improve personal performance.	E	AF/I
To have the ability to value diversity and work across cultures.	E	AF/I
<b>Other</b> (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. The ability to drive a car and have a car at your disposal. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.	E	I
4. The County Council operates a general no smoking policy.		
This is an essential car user post and the post holder is expected to be able to drive and have a car at their disposal. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		
<b>Prepared by: KH/MH</b>		<b>Date:</b> Jan 2023
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

#### **CONFIDENTIAL**

Team/Establishment	AMHP service
Post/Job title	Social Worker/AMHP
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name)	

#### **A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Line Manager/ Headteacher (please print)		Head of Service: Charlotte Hammond	
Signature:			
Telephone Number:		Date:	

## Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul>	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• the creative contribution made by children and young people to their communities.</li> </ul>
Environment Directorate	Office of the Chief Executive Directorate
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire’s people and businesses;</li> <li>• improve the quality of Lancashire’s environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire’s urban and rural areas; and</li> <li>• plan a better, more sustainable future for Lancashire.</li> </ul>	<p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• service delivery.</li> </ul>
Resources Directorate	
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council’s customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• promote efficiency and value for money.</li> </ul>	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• managers are treated with respect and treat everyone with respect.</li> </ul>