

JOB TITLE: APPROVED MENTAL HEALTH PROFESSIONAL (AMHP) PRACTICE MANAGER

REPORTS TO: HEAD OF SOCIAL CARE (MENTAL HEALTH)

DEPARTMENT: SOCIAL CARE AND HEALTH

SECTION: MENTAL HEALTH SERVICES

PURPOSE OF JOB

Accountable to the Head of Social Care (Mental Health) for the effective management and development of an area of service, which includes: -

- Direct responsibility for team of a specialist professionally qualified working within a community, day or hospital setting
- Delegated authority for maintaining the budget for the service area.
- Allocation of the resources and overall responsibility for the performance and operation of the service area.
- Ensuring all work complies with Council and Sussex Partnership Foundation Trust (SPFT) policies and procedures ,and that statutory obligations are met.

PRINCIPAL ACCOUNTABILITIES

Service Delivery

- To ensure deployment of staff and resources to maintain the provision of an effective and efficient service in accordance with provisions under statute and Council/Directorate policy practice and guidelines.
- To take delegated responsibility for implementing standards and priorities and to contribute to the planning and review of targets and systems.
- To have overall responsibility for the effective management of the AHMP Service and be responsible for allocating and prioritising work to staff and take appropriate decisions on unallocated work in accordance with the needs and objectives and priorities of the service.
- Ensure effective co-ordination of the provision of resources provided by the Directorate and/or other agencies to ensure the most effective intervention is delivered by the most productive method, taking into account operational priorities.
- To be involved with the Head of Social Care in reviewing and developing the service. To undertake projects and other pieces of work as required in achieving this aim.

- To identify and participate in development activities and attend regular meetings with the Head of Social Care.
- To be accountable for levels of decision making which affect the day to day delivery of the service.
- To ensure the statutory provision for a 24 hour service.
- To deputise as required for the Head of Social Care

Resource Management

- To be responsible for the overall management of budgets within delegated authority and to comply and ensure compliance with all financial regulations.
- To be responsible for the effective management of staff within the teams including: -
 - Responsibility for recruitment, selection and induction of new team members.
 - Assignment of work, prioritisation and allocation of resources and overall deployment of staff to meet service requirements.
 - Monitoring staff performance and identifying and ensuring development needs are addressed.
 - Being the nominated manager for acting within the formal policies and procedures of the Council for dealing with staff matters, i.e. discipline, grievance, and capability procedures.
- To ensure the warranting and re-approval procedure of professionally qualified AMHPs is operated and maintained in accordance with MHA 1983 and associated regulations.
- To ensure the effective deployment and use of internal communication systems including IT systems, team brief/meetings etc.

General

To be responsible for keeping up to date with National and Local developments which may affect policy and procedure and implement appropriate changes within the service area, as directed by the Head of Social care

To adhere to and take responsibility for the Council and Directorate Health and Safety policies.

To work within and actively promote the Councils Equality policy in relation to service delivery and personnel practice.

To undertake any such duties appropriate to the character and grade of the work as may reasonably be requested. Significant permanent changes in duties will require agreed revisions to be made to this job description.

PERSON SPECIFICATION

Education, Qualifications and Knowledge

- Relevant professional qualification in either Dip SW, MSW or equivalent relevant qualification and warranted as an AMPH
- A working knowledge of any relevant legislation pertinent to the role i.e. MHA 1983, MCA 2005, Carers legislation and NHS & Community Care Act , and relevant Codes pertinent to the role
- A good knowledge of Child Protection procedures
- A good knowledge of issues facing the service area
- A good knowledge of the role of Social Care and Health and other key agencies in the provision of care
- A good knowledge of national guidance and local procedure in relation to Mental Health Service and Safe Guarding Vulnerable Adults
- Understanding the internal and external environment - e.g. government, communities, stakeholders, members, corporate priorities, cross-departmental issues

Experience

- Relevant experience of working within a social services department or other relevant organisation/department
- Experience of working in partnership with users, carers and other agencies
- Experience of assessing service users needs and delivering services appropriately to people with differing needs/backgrounds
- Experience of budget management
- Experience of recruitment, selection, leadership and motivation of a team, development and performance

Skills and Abilities

- An ability to take a positive lead role in developing and changing services, to be objective and resourceful
- Ability to manage tasks and budget management including the ability to plan and prioritise within resource constraints
- Able to use information to make critical decisions
- Well developed ICT skills particularly the Microsoft office package
- Ability to organise, monitor, measure and review services for a quality approach
- Good project management skills