

## CAMHS SERVICE

### JOB DESCRIPTION AND PERSON SPECIFICATION

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**JOB TITLE:** Educational Mental Health Practitioner (EMHP)

**BAND:** 5

**REPORTS TO:** Team Lead

**BASE:** Coventry

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#### **JOB SUMMARY**

To undertake psychological assessments of individuals up to the age of 17 who are referred to the service.

To offer and provide low intensity psychological interventions to children, young people and their families who are experiencing mild to moderate depression and anxiety including stress and adjustment to life events. This will include both individual and group work.

The post holder will work with people with different cultural backgrounds and ages, using a range of suitable and evidence based interventions.

They will also play a role in the education, training, consultation and support in mental health and psychological issues for Schools and other primary care professionals and other relevant agencies

#### **Organisational Values:**





**Compassion** - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.



**Respect** - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.



**Excellence** - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.



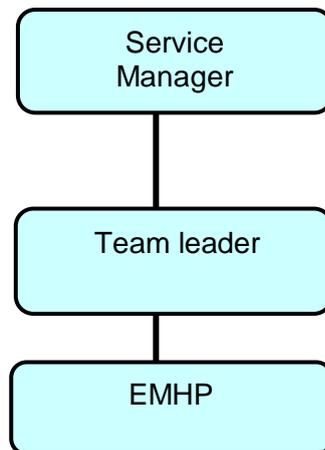
**Collaboration** - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.



**Integrity** - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.

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## ORGANISATIONAL CHART



## MAIN RESPONSIBILITIES OF THE POST

### Communication

- Establish and maintain meaningful and effective working relationships with schools, colleges, other educational establishments and other relevant Primary Care and Mental Health Trust colleagues, and other relevant statutory and non-statutory agencies.
- Maintain up to date IT skills. The minimum set to include keyboard, typing, internet, email skills and knowledge of the relevant operating systems.



**Respect**



**Excellence**



**Integrity**



**Collaboration**



**Compassion**

- Communicate effectively and in a manner consistent with expert therapeutic skills in order to build therapeutic alliances.

### **Analytical and Judgemental Skills / Freedom to Act**

- Required to work with the agreed supervision arrangements.
- Work as an autonomous practitioner to the standards dictated by Trust policies and procedures and by the code of conduct set down by the post-holders professional governing organisation.
- Work in a stand-alone role to provide specialist mental health advice to clients, families and other professionals.
- Provide and participate in appropriate supervision systems.
- Act in accordance with legal requirements contained within the Mental Health Act 1983 and Children Act 1989 and other relevant legislation.

### **Planning and Organisational Skills**

- Participate in designated meetings and conferences to promote the work of the team.
- Determine working hours by local need and work flexibly, including potentially evenings, weekends and on public holidays, if necessary.
- Plan, implement and manage caseloads within own designated settings under supervision.

### **Physical Skills**

- Standard key board skills for word processing and preparation of presentations and reports

### **Responsibility for Patients / Clients**

- Accept referrals via agreed protocols within the service.
- Make decisions on suitability of new referrals, adhering to the department's referral protocols, and refer clients on to the relevant service as necessary.
- Undertake person – centred interviews which identify areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others.
- Identify the most appropriate intervention to promote recovery either on an individual or group basis.



Respect



Excellence



Integrity



Collaboration



Compassion

- Support the delivery of brief, evidence-based effective interventions for common mental health problems such as anxiety, depression, acute stress reaction and adjustment disorder. This may include guided self – help, psycho educational work – both individual and group-computerised CBT, graded exposure, behavioural activation and information about pharmacological treatments. This work may be face to face, telephone or via other media.
- Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- Assess and integrate issues surrounding work and employment into the overall therapy process
- Educate and involve family members and others in treatment as necessary.
- Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- Attend meetings relating to referrals or clients in treatment, where appropriate.
- Work towards strengthening information available for service users, and people who support them.
- Promote mental health awareness, self management of mental health, facilitate group education sessions and contribute to health education initiatives

### **Policy and Service Responsibilities**

- Be familiar with the range of services provided and be able to signpost enquirers to these when necessary
- Respond to straight forward queries relating to services provided
- Responsible for ensuring that they operate in accordance with Trust wide Policies and Procedures and any local Directorate protocols.
- Participate in the clinical governance framework within the team identifying areas of service that may raise concern and report to the service manager accordingly
- Will be responsible for communication to stakeholders on complex clinical issues.
- Will be responsible for contributing to ensuring the service provides access to both high intensity and low intensity psychological therapy in accordance with National guidance and Trust Policy.
- Will participate in developing the service and responding to key internal and external stakeholder expectations.



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Compassion

- Responsible for the delivery of effective and safe clinical standards of practice in line with national guidance, Trust Operational Policies and professional regulations

### **Responsibility for Financial and Physical Resources**

- Observes personal duty of care in relation to equipment and resources used in course of work

### **Responsibility for Staff**

- Participate in the induction of new staff within the service, explaining the EMHP role and relevant processes.

### **Responsibility for Information**

- Ensure that relevant information and activity is recorded accurately and in a timely manner in accordance with Trust policy.
- Responsible for ensuring confidentiality is maintained at all times in accordance with Trust Policy and the Data Protection Act.

### **Professional**

- Keep coherent records of all clinical activity in line with service protocols and in accordance with relevant code of ethics and practice, confidentiality guidelines and Trust policy.
- Complete all requirements relating to data collection within the service.
- Maintain clinical practice that reflects the diverse cultural, religious and ethnic needs of the patient population, accounting also for the needs of carers and significant others.
- Engage in regular clinical supervision – individual and group.
- Develop and maintain an expert knowledge base in relation to resources that can be used to meet the needs of service users.
- Engage in ongoing, continuous professional development in order to maintain and develop relevant clinical skills.
- Participate in caseload management with designated supervisor.
- Observe all relevant National and local policies and procedures.

### **Research and Development**

- Participate in audit; service evaluation and research including implementation of local evaluations as identified by manager
- Offer advice and support and participate in the training and education of relevant others.



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- Be aware of and keep up to date with advances in the spheres of treatment for common mental health problems.
- Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
- Fully engage in the appraisal process and ensure all statutory and mandatory training requirements are met

### **Physical Effort**

- Combination of sitting, standing and walking.
- Requirement to drive.

### **Mental Effort**

- Frequent requirement for concentration when carrying out assessments and preparing reports.

### **Emotional Effort**

- Deal sympathetically and compassionately with people accessing the service on a daily basis
- Be comfortable with reading and hearing a range of potentially distressing material as and when it happens

### **Working Conditions**

- Carry out duties effectively in a range of settings and operating a VDU on a daily basis

### **OTHER DUTIES**

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.



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6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

### **Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

### **Data Protection Act**

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

### **Infection Control**

As an employee of Coventry and Warwickshire partnership Trust, the post holder is responsible for protecting themselves and others against the risk of acquiring a healthcare associated infection. All staff, clinical and non-clinical are expected to comply with Infection Control Policies and Procedures and General Dental Council requirements. The post holder will attend mandatory Infection Control training and updates as required by the Trust.



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**Compassion**

## **Environmental Issues**

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff the post holder is expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Postholder's Signature:

Date:

Postholder's Name

Manager's Signature:

Date:

Manager's Name:

## **Person Specification**



**Respect**



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**Compassion**

**JOB TITLE:** Educational Mental Health Practitioner (EMHP) – Band 5

		<b>HOW MEASURED</b> ? <b>A</b> (Application form) <b>I</b> (Interview)	<b>WEIGHTING</b> 1 – Low 2 – Medium 3 – High
<b>Coventry and Warwickshire Partnership Trust Values</b>	Demonstrable ability to meet the Trust Values   Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
<b>QUALIFICATIONS</b>	EMHP training course qualification  Evidence of working with Children and Young People who have experienced mental health problems	A  A	3  3
<b>KNOWLEDGE &amp; SKILLS</b>	Ability to form positive therapeutic relationships with service users and carers whilst maintaining appropriate boundaries  Excellent communication skills including verbal, written and telephone skills  Demonstrates an understanding of	A/R  I/R  A/I	3  3  3



	<p>anxiety and depression and how it may present in Primary Care</p> <p>Ability to evaluate and put in place the effect of training</p> <p>Able to write clear reports and letters</p> <p>Computer literate</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability to acknowledge diversity and promote anti-discriminatory practice / equal opportunities</p> <p>Ability to manage own workload and time</p>	<p>I</p> <p>A</p> <p>A</p> <p>I/R</p> <p>I</p> <p>I/R</p>	<p>2</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>
<b>EXPERIENCE</b>	<p>Group work skills</p> <p>Experience of working within set criteria and referring to other services as appropriate</p> <p>Experience of working within Primary Care services</p>	<p>A</p> <p>A</p> <p>A</p>	<p>2</p> <p>3</p> <p>2</p>
<b>PERSONAL ATTRIBUTES</b> <i>(not covered by values)</i>	<p>Reliable and trustworthy</p> <p>High level of enthusiasm and motivation</p> <p>Ability to work under pressure</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to be self-reflective whilst working with service users</p> <p>Adaptable and able to work flexibly</p>	<p>R</p> <p>R</p> <p>I/R</p> <p>R</p> <p>I</p> <p>R</p>	<p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p>



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	when requires (eg. In the light of changing service priorities)		
<b>OTHER</b> <i>(Please specify)</i>	Be willing and able to travel between various sites	I	3
	Willing and able to work flexible hours to meet the demands of the service	I	3
	Be willing to undertake a DBS (Disclosure and Barring Service) enhance clearance	A/I	3



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