

**ROTHERHAM DONCASTER AND SOUTH HUMBER  
NHS FOUNDATION TRUST**

**MENTAL HEALTH SERVICES  
JOB DESCRIPTION**

**POST:** Early Intervention in Psychosis Care Coordinator

**GRADE:** Band 6

**Pay Scale:** £32,306 - £34,172

**ACCOUNTABLE TO:** Early Interventions Team Manager

**REPORTS TO:** Team Manager

**LOCATION:** Meridian House, Normanby Road, Scunthorpe

**1. PURPOSE OF JOB:**

- To work closely with other locally based services and agencies to assist in the promotion and development of a comprehensive Early Intervention in Psychosis Service.
- To provide care coordinator role for an agreed number of service users and their families.
- To promote early detection and to help develop links with other youth focused services.

**2. MAIN RESPONSIBILITIES**

- To work as a team member to manage own and other's caseload (in absence) to meet service user needs.
- To provide and facilitate a range of care and treatments within a community setting, accepting referrals as per team protocol.
- To undertake and monitor care plans for referred service users as part of the CPA where appropriate, until the service user is discharged.
- To engage with service users in a variety of settings.
- To offer appropriate support and guidance to service users and their families / carers.
- To involve service users and carers in the development of care plans reflecting principles of good risk assessment and management.
- To act as an advocate for service users where agreed, or provide appropriate advice and support in accessing advocacy services.
- To participate in case management and practice supervision with team colleagues.
- To maintain accurate records and input data into information systems (including electronic systems) within agreed time-scales.

- To work collaboratively with other teams and services to maintain an effective and efficient service.
- To participate in and lead in your own and junior staff's professional development reviews ensuring that staff are aware of current opportunities for career advancement and personal development.
- To support the development of a culture of learning and learning review, acting as a mentor to junior staff and students and teaching others as appropriate.
- To keep up to date with current practices and issues in mental health, including participating in professional development education to meet professional requirements.
- To participate in auditing and evaluating the service.
- To demonstrate professional conduct, preserve service user's rights and promote mutual respect among colleagues.
- To be aware of, understand and comply with the Trust's policies and procedures.
- To be aware of and comply with professional codes of conduct, Care Programme Approach, Mental Health Act 1983, Health and Safety issues, Risk Management and Child Protection.
- To participate in any relevant youth focused training/courses/conferences.
- To take a role in health promotion.
- To undertake evidence-based practice.
- To actively be involved in any research activity of the service using agreed protocols for the collection of data.
- To ensure that clinical supervision takes place on a monthly basis with an identified clinical supervisor

## **COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **(Internal and external to organisation)**

- Work in close liaison with statutory and non-statutory agencies, delivering a range of psychosocial interventions under the auspices of CPA.
- To establish and maintain excellent working relationships with other disciplines within the Early Intervention in Psychosis Service.
- Participate in multi-disciplinary meetings, case conferences and any other meetings as necessary.
- Promote and maintain effective lines of communication with service users and/or their carers, other members of the team and supporting agencies considerate of service user confidentiality
- Support the Team Manager in service development through effective leadership and liaison with senior and junior colleagues.

- Deputise for the Team Manager in their absence as and when required, undertaking any other duty which may fall naturally within the duties of the post.

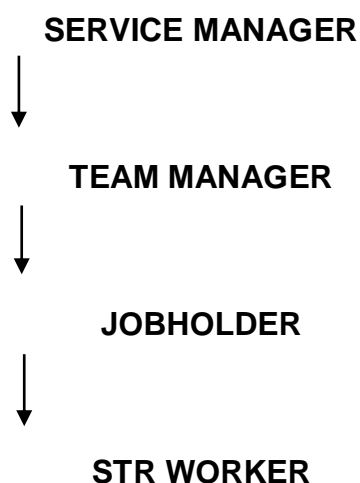
## **JOB COMPLEXITY**

- Ability to work well under pressure and with stressful situations.
- Ability to make accurate assessments of client needs.
- To demonstrate the ability to communicate well in a variety of situations with a variety of professions and clients.
- Ability to work without direct supervision on a day-to-day basis.

## **DECISION MAKING**

- Have the ability to prioritise workload
- Post-holder has a large amount of discretion clinically and is expected to use his/her judgement.
- Decisions are influenced by the Trust guidelines, policies, procedures and statutory regulations.

## **ORGANISATIONAL CHART**



## **EQUAL OPPORTUNITIES STATEMENT**

The Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust supports the principle of equal opportunities in employment.

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, colour, nationality, ethnic origin or religious belief, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable in job related or operational terms.

## **HEALTH AND SAFETY**

- To comply with safety instructions and policies of Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust and Social Services where appropriate.
- To use in a proper and safe manner the equipment and facilities provided.
- To refrain from the willful misuse or interference with anything provided in the interest of health and safety and any action, which may endanger yourself or others.
- To report as soon as possible all hazards and defects to the Early Interventions Team Manager.

## **REVIEW**

All job descriptions are intended to be flexible and should be reviewed from time to time. Post holders are expected to be flexible and must be prepared to carry out similar or related tasks, which do not fall within the duties previously outlined. The job description should be reviewed and amended in consultation with the post holder.