

## Job Description

Our vision: To support our local communities by excelling in everything we do together.

<b>Job Title:</b>	<b>Perinatal Community Mental Health, Care Co-ordinator.</b>
<b>Band:</b>	<b>Band 6</b>
<b>Locality:</b>	<b>Specialist Services</b>
<b>Service:</b>	<b>Perinatal Community Mental Health</b>
<b>Base:</b>	<b>East Barn, Lancaster</b>
<b>AfC Ref:</b>	
<b>Hours of work:</b>	<b>37.5 hours per week</b>

### Reporting Arrangements:

**Managerially accountable to: Service Manager**

**Professionally accountable to: Care Group Manager**

### Job Summary

To work as a member of a multi-disciplinary community mental health team offering a comprehensive perinatal mental health service to women experiencing mental health difficulties.

To participate in the development and maintenance of a quality region wide perinatal service through effective collaboration, liaison and prioritisation with statutory and non-statutory organisations.

Contribution to the building up of local care networks for mothers across the Lancashire and South Cumbria Region.

To work as a Care Co-ordinator in partnership with service users and other professionals' within the Care Programme Approach framework managing and co-ordinating complex packages of care for both mother and infant.

To act as an autonomous senior clinician being accountable for a defined caseload.

To manage self and practice in accordance with the Nursing and Midwifery Council Code of Professional Conduct / The British Association and College of Occupational Therapists., recognizing limitations, demonstrating ability to practice within ethical and legal frameworks with clear understanding of service users, and their families' civil rights.

To support, supervise and contribute to the professional development of members of staff working in health and social care regarding perinatal mental health.

To participate in the mentorship, education and supervision of students from a range of disciplines.

We are

**We are  
LSCft**

kind • a team • respectful • always learning

## **Key Relationships**

To participate in multi-disciplinary and multi-agency working, being aware of colleagues' caseloads and providing support to others as necessary and contribute to the on-going development of the Perinatal Service.

To maintain comprehensive and up to date written records of assessments, CPA plans, evaluations and on-going process notes in line with Trust Policy and to share these with the MDT and external agencies as appropriate

To ensure effective communication and collaboration with others through attendance at, and chairing of CPA meetings, team meetings, ward rounds, clinical meetings and meeting held by partner agencies aimed at addressing the welfare of the child.

To ensure the service user and their families are central to and fully involved in the plan of care and have copies of care plans.

Imparting sensitive and complex information to service users and their families.

To be aware of and adhere to all professional and Trust Policies including the reporting of incidents and accidents, complaints procedures and the management of confidential information.

To work collaboratively and communicate effectively across the primary care secondary care and children's social care agencies.

## **Department Chart**

Care Group Manager



Service Manager



Team Leader



Perinatal Mental Health Practitioner / Care co-ordinator

## **Key Responsibilities**

### **Communication and Relationship Skills**

[INSERT TEXT]

### **Analytical and Judgmental Skills**

To offer comprehensive mental health needs assessments to service users and their families promoting engagement and inclusion.

To undertake integrated comprehensive assessment of risk utilising validated rating scales to enable positive risk taking to maximize therapeutic potential.

To deliver a range of talking therapies, such as Cognitive Behavioural Therapy (CBT).

To liaise with service users, their families', other disciplines and agencies using critical decision-making skills in care planning, provision and evaluation.

To monitor service users on-going mental state and any early signs of relapse.

To monitor service users parenting capability in relation to their mental health and recognize any issues around safeguarding children.

To demonstrate the ability to make sound clinical decisions based on a comprehensive analysis and inclusive interpretation of the individual service users situation.

An ability to deal with complex facts and / or situations that may require some analysis and interpretation that may be disputed in court.

To participate in managing and prioritising referrals to the Lancashire and South Cumbria perinatal mental health service.

To provide specialist advice, information and support on perinatal mental health issues to primary care including GP's and other statutory and non-statutory agencies from the Lancashire and South Cumbria Region.

To embrace health promotion initiatives and encourage a positive attitude to mental health, parenting and safeguarding children.

## **Planning and Organisational Skills**

The ability to organize, participate in and chair multi agency meetings such as CPA meetings and team clinical reviews.

Ability to independently manage work time and prioritize.

Ability to work independently and as part of a team

Need to demonstrate flexibility when developing plans in order to accommodate change in circumstances

Planning and organization of service user group activities

## **Patient/Client Care**

To ensure the maintenance of a high standard of care to mothers experiencing mental health difficulties supporting the implementation of the Care Plan Approach.

To ensure that the wellbeing of infant remains paramount at all times.

To demonstrate sound clinical skills based on the principle of best practice, aimed at improving service users' relationship with their infant, inclusion into the community and the reduction of distress.

To formulate and develop complex care packages based on service user need without supervision to utilize interventions from a range of options in consultation with doctors without direct supervision.

To be aware of psychopharmacology and the management of medication, to administer prescribed medication, detect, and alleviate adverse side effects.

### **Responsibilities for Policy and Service Development**

To maintain a commitment to service user inclusion and empowerment, encouraging and developing care and service initiatives which place the service user at the Centre of the planning and delivery processes and encourage involvement in service planning and delivery.

To demonstrate an awareness of current policy and contemporary practice within perinatal mental health services and to be able to interpret these into clinical practice.

To take an active role in initiating change in service and practice development projects.

### **Responsibilities for Finance**

Safe use, transportation and storage of trust property e.g. lap top devices and hand held video recording equipment.

### **Responsibility for Human Resources**

To provide clinical supervision for junior staff members and students and assist in the identification of their training needs.

To maintain own professional supervision and appraisal

To provide training and clinical supervision for staff members from a range of settings across the Lancashire and South Cumbria region with regard to perinatal mental health issues.

To participate in the provision of a comprehensive induction programme for new staff ensuring a clear understanding of roles and responsibilities and the philosophy of the service.

### **Responsibility for Information Resources**

To maintain detailed, accurate and up to date records in line with Trust policy.  
Contributes to the maintenance and development of the service website and electronic information resources.

## Research and Development

To ensure practice is based on effective clinical information and maintain an up to date knowledge of evidence based practice and research developments.

To participate in trust wide and local clinical audit aimed at improving service delivery

## Freedom to Act

To be accountable for the delivery, evaluation and co-ordination of complex packages of care and act as Care Co-ordinator within the Care Programme Approach.

To work with a high degree of professional autonomy without direct supervision and decide when it is necessary to refer to their manager.

Works in accordance with professional regulatory bodies such as the Nursing and Midwifery Council or The British Association and College of Occupational Therapists, Health and Social care Professional Council.

To act as an autonomous clinician being accountable for a defined caseload.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

## Person Specification

Our vision: high quality care, in the right place, at the right time, every time.

Description	Essential	Desirable	Assessment
Education/ Qualifications	RMN professional qualification and registration with appropriate professional body.	ENB 998 or equivalent professional mentorship/ teaching qualification desirable.	Application form.  Evidence from interview  Professional CPD Portfolio
	Social Worker professional qualification and registration with appropriate	Specialist knowledge in perinatal mental health or willingness	References

	<p>professional body.</p> <p>Occupational Therapy professional qualification and registration with appropriate professional body.</p> <p>A talk therapy qualification or willingness to undertake training.</p> <p>Evidence of up to date training related to contemporary mental health nursing or occupational therapy practice.</p> <p>Evidence of up to date training related to contemporary health nursing.</p>	<p>to undertake training.</p> <p>Training in safeguarding children level 3 or a willingness to undertake training.</p>	
Knowledge	<p>An understanding of the Mental Health Act 1983 (revised 2007)</p> <p>An understanding of the Children's act 1989</p> <p>Able to demonstrate knowledge of safeguarding children and how to manage this within a specialist</p>	<p>Able to demonstrate and evidence a working knowledge of clinical teaching and leadership skills necessary for the post.</p>	<p>Application form.</p> <p>Evidence from interview</p> <p>Professional CPD Portfolio</p> <p>References</p>

	mental health setting.		
Experience	<p>Previous year's post graduate experience in a community mental health setting.</p> <p>Able to demonstrate and evidence a broad range of therapeutic clinical skills for the post</p> <p>Experience of providing clinical supervision.</p> <p>Experience of community Care Co-ordination.</p>	<p>It would be a distinct advantage if 6 months experience was within a perinatal mental health setting</p> <p>Experience of evidenced based interventions for use with mothers and babies will be a distinct advantage.</p>	<p>Application form.</p> <p>Evidence from interview</p> <p>Professional CPD Portfolio</p> <p>References</p>
Skills and Abilities	<p>Able to demonstrate an understanding of diversity and gender issues and how these relate to service provision</p> <p>High level of written skills and ability to compile reports, assessments and maintain detailed and accurate service user records.</p> <p>Basic I.T. and Keyboard skills</p>		<p>Application form.</p> <p>Evidence from interview</p> <p>Professional CPD Portfolio</p> <p>References</p>

Work Related Circumstances	<p>Car driver</p> <p>Commitment to client-centred, non-discriminatory practice.</p> <p>Commitment to lifelong learning</p> <p>Good time Management skills</p>	<p>Membership of relevant special interest group</p> <p>Membership of Professional Body</p>	<p>Application form.</p> <p>Evidence from interview</p> <p>Professional CPD Portfolio</p> <p>References</p>
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## **EFFORT FACTORS**

<b>PHYSICAL EFFORT</b> What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
Inputting data on IT systems.	Variable	One to Two hours		

Is the job holders expected to sit / stand in a restricted position?	How often?	For how long?	What activity is involved?
Yes	Every Shift	More than 20 minutes on each occasion	

<b>MENTAL EFFORT</b> Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?
<p>There is a requirement for prolonged concentration, with frequent interruptions.</p> <p>Driving a car, which may involve prolonged concentration in unfamiliar surroundings.</p>	Frequent	Variable
Are there any duties of an unpredictable nature? – Please detail.	How often?	For how long?
Direct Contact with potentially distressed service users and their families/partner/carers.	Infrequent	Variable



<b>EMOTIONAL EFFORT</b> Does the job involve dealing with any distressing or emotional circumstances? – Please detail.	Direct / Indirect exposure	How often?
The work can be personally emotive and professionally demanding. Staff require a good awareness of their personal responses to stress and distress, and a commitment to using the support structures in place within the service to help them manage this.	Direct	Variable
<b>WORKING CONDITIONS</b> Does the job involve exposure to unpleasant working conditions? – Please detail.	How often?	
Not applicable		

## **Our Values & Behaviours**

The values and behaviours represent what we as an organisation, and the individuals who make up that organisation, are about. It is our aim that everything we do fits in with, and reinforces, these values:

<b>Values</b>	<b>Behaviors we expect</b>
<b><i>We are always learning</i></b>	<ul style="list-style-type: none"> <li>✓ We seek our opportunities to learn so we are supported to reach our potential</li> <li>✓ We set high standards and are open to change and improvement</li> <li>✓ We value appraisals, supervision and learning opportunities</li> <li>✓ We speak up if we are concerned about safety and focus on opportunities to improve</li> </ul>
<b><i>We are respectful</i></b>	<ul style="list-style-type: none"> <li>✓ We are open and honest, ensuring people receive information in ways they can understand</li> <li>✓ We seek, value and support diverse perspectives, views and experiences</li> <li>✓ We put service users and carers at the heart of everything we do, proactively seeking feedback</li> <li>✓ We take pride in our work and take responsibility for our actions</li> </ul>
<b><i>We are kind</i></b>	<ul style="list-style-type: none"> <li>✓ We are approachable and show compassion</li> <li>✓ We actively listen to what people need and proactively offer our support</li> <li>✓ We pay attention to our own wellbeing and the wellbeing of others</li> <li>✓ We celebrate success and provide feedback that is sincere and genuine</li> </ul>
<b><i>We are a team</i></b>	<ul style="list-style-type: none"> <li>✓ We take personal and team accountability to deliver the highest standards of care</li> <li>✓ We work in active partnership with service users and carers</li> <li>✓ We actively build trusting relationships and take time to celebrate success</li> <li>✓ We work in collaboration with our partners to enable joined up care</li> </ul>

## **Special Conditions:**

As a member of staff you have:

- Legal duties and responsibilities under Health & Safety legislation, plus a general duty to work safely and not to put others at risk i.e. colleagues, service users, visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health & safety. The Whistle-blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire & South Cumbria NHS Foundation Trust staff employed within all Environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire & South Cumbria NHS Foundation Trust staff employed within Clinical Environments have contact with children, vulnerable adults, service users and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding

Children's Board, Local Safeguarding Adult Board and LSCFT Procedures for Safeguarding and Protecting Children.

- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data - both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to Disciplinary action being taken.
- The Trust view its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance, and to complete the mandated training modules that have been agreed."
- The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

Promoting Equality and Reducing Inequalities

- To understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- To create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.
- To uphold the Trust's commitment to health and wellbeing



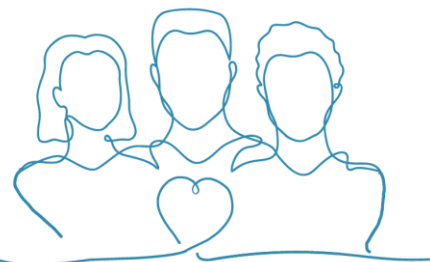
**We are  
Kind**



**We are  
Respectful**



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**We are a  
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