

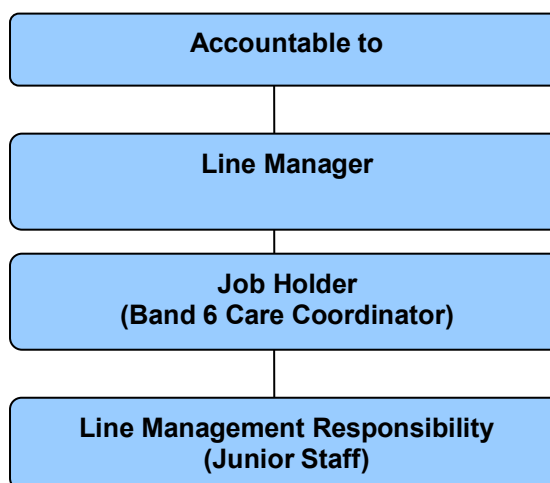
Job Description

Job Title	Care Coordinator
Post ref no.	JM837 CMHT
Band	6
Service area	Community Mental Health Team
Location/Base	CMHT Bradford
Accountable to	Line Manager / Team Leader

1. Job Purpose:

The post holder will be expected to work without direct supervision and be able to organise and prioritise their workload. Whilst reporting to the Team Leader, they will be capable of making autonomous clinical decisions affecting the mental health care of clients, based on their own and others' assessments and observations and requiring analysis of a complex range of information and options.

2. Organisational Chart



3. Main duties:

Clinical (Nursing/AHP Strategy)

- Responsible for the delivery of community mental health care to a caseload of clients in accordance with the objectives of the Care Trust and within team operational policies.
- Ensure implementation of all Trust Policies and Procedures as required.

Clinical Care/Service Delivery

- ✦ To receive and accept referrals for the service and initiate, lead and coordinate their assessment, making referrals to other professionals as required
- ✦ To manage a personal caseload of clients

- ✦ To work as a Care Co-ordinator responsible for assessment, planning, intervention and evaluation of care for a designated client group. Undertake accurate, timely and skilled assessments and ongoing reassessment of

client's condition, taking into consideration all social, physical and environmental factors. Comprehensively and accurately record and evaluate the implications of the information gained in order to plan the appropriate care for the client. Carry out accurate and in depth assessment of risk in collaboration with other members of the multi disciplinary team. Make a competent and reliable evaluation of the levels of risk presented by and to the clients. Make safe and constructive decisions based on assessed risks. Record and communicate risk information to others so as to promote the safety of the client and others. Detect early signs of deteriorating mental health including potential self-harm and suicide risk, worsening physical conditions and potential threats to others.

- ✦ Take blood - If required undertake training given by the Trust phlebotomy department.
- ✦ To supervise and administer and monitor compliance of medication and maintain stocks in line with Trust policy and NMC guidelines.
- ✦ To work co-operatively and actively with clients and carers encouraging participation in care planning and delivery.
- ✦ Ensure agreed standards of care are achieved.
- ✦ Application of the Mental Health Act (1983) - Maintain knowledge of and act in accordance with Directorate policies and procedures.
- ✦ To ensure equality of opportunity and fair access for all client and carers of service
- ✦ Support and promote equality and diversity
- ✦ To communicate effectively with all key care providers: Clients, carers other team members, social services, housing, voluntary agencies, user/carer groups, general practitioners, police and statutory bodies and care homes. To participate in case conferences in order to discuss complex care issues with other professionals and agencies, in the planning, implementation and management of care. In some individuals their lack of insight can provide a barrier to acceptance of care. This requires developed interpersonal communication skills
- ✦ Ensure care delivery is in accordance with relevant professional guidance and current legislation.
- ✦ To deal with crises and complex issues as they arise and to ensure that risks are managed accordingly, and to ensure that relatives and all persons involved in the case are kept informed of risks to their safety.
- ✦ To report incidents and near misses in accordance with the Trust procedures and take positive action to prevent or minimise the likelihood of their recurrence.

4. Working as part of a Team

- To actively participate in service improvement and governance forums.
- To ensure good and effective liaison with Trust colleagues.
- To liaise with service users, their families and carers, other allied health professionals, social services, GPs and any other agencies involved with the service user.
- To work in accordance with all Trust and development policies and procedures and contribute to the development of a safe working environment.

5. Managing Self

- Participate in regular supervision.
- Attend all mandatory training.

- Participate annually identifying, developing and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures and protocols.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from Team Leader whenever necessary.

6. Safeguarding

All staff members have a duty to report any concerns they have about the safety or well being of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

7. Staff Supervision and Support

- Some staff supervision

8. Financial Responsibility

Some Financial Responsibility

9. Core Values:

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is: Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

Our Purpose

To create connected communities and help people to feel as healthy as they can be at every point in their lives

Our Vision

To connect people to the best quality care, when and where they need it and be a national role model as an employer

Our Values

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

Our Goals

Our services

- To provide seamless access to the best care
- To provide excellent quality services **Our community**
- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

10. Core Statements:

1. Infection Control - All clinical and non-clinical staff groups

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

2. Risk Management

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

3. Health and Safety

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

4. Patient care

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

5. Information Management

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

11. Version Control:

Change details	By whom	Date requested	Approved by	Agreed date

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Job title: Community Care Coordinator			
JD ref: JM837CMHT			
Band: Band 6			
Service area: Mental Health Services			
Job purpose: The post holder will be expected to work without direct supervision and be able to organise and prioritise their workload. Whilst reporting to the Team Leader, they will be capable of making autonomous clinical decisions affecting the mental health care of clients, based on their own and others' assessments and observations and requiring analysis of a complex range of information and options.			
Attributes	Essential criteria	Desirable criteria	How Identified
QUALIFICATIONS	<ul style="list-style-type: none"> Professional qualification in mental health nursing, social work, occupational therapy Degree level education or equivalent experience Registration with Professional Body (e.g. NMC, SWE, BAOT) 		Application Form
TRAINING	<ul style="list-style-type: none"> Willing to undertake all mandatory training and any other training that may be required in the future 		Application Form Interview
EXPERIENCE	<ul style="list-style-type: none"> Worked as keyworker with mental health client group Minimum of 6 months post basic experience in Mental Health 	<ul style="list-style-type: none"> Experience of being clinical adviser to junior staff or students Experience in relevant area of Mental Health Involvement in innovative practice Workers as Named Nurse/Primary Nurse/Key worker/Team Leader 	Application Form Interview
KNOWLEDGE	<ul style="list-style-type: none"> Experience of working as part of a multidisciplinary team. Experience of working in a community 		Application Form Interview

	<p>mental health setting.</p> <ul style="list-style-type: none"> • Experience of care coordination under the care programme approach. • Experience of providing teaching/ training. 		
SKILLS	<ul style="list-style-type: none"> • • Communication • • Decision making • • Assertiveness • • Ability to work without direct supervision • Supervising learners and other staff • Written and verbal • Articulate and meaningful, legible. • Competent clinical skills i.e. assessment, therapeutic interventions and management. • IT Skills 	<ul style="list-style-type: none"> • Language fluency, particularly Punjabi, Urdu, Bengali, Hindi, Gujarati. • Experience in Group work and Counselling. 	Application form Interview
ATTITUDE/APPROACH	<ul style="list-style-type: none"> • Commitment to ethos of unit and MDT working • Willingness to undergo professional development • • Willingness to participate in Appraisal • Ability to relate to supervisions in a positive mature way • Trustworthy, honest, reliable, adaptable, conscientious, tolerant, enthusiastic, motivated, adaptable/flexible approach • Warm, friendly, approachable manner 		Application form Interview
PHYSICAL	<ul style="list-style-type: none"> • Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary) 		Occupational Health Screening

GENERAL	BDCT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.		Application Form Interview
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