Primary Mental Health Worker

Full time, Permanent

Job Ref: CHC0239

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Job Description

Job Title  Primary Mental Health Worker (PMHW)

Location  CAT Offices

Grade/Salary Range  RG8 (scp 45-51) from £39,660 up to £45,242 p/a

Service/Directorate  Children’s Action Teams
                    Directorate of Children, Education & Early Help Services

Job Purpose

1. Reading is developing its CAMHS provision to enhance the emotional well-being and life chances of its children and young people through the provision of services and arrangements that focus on early intervention and preventative approaches. Reading is committed to providing accessible and comprehensive community based services to children and young people, their families and carers across Reading. Whilst also focussing on initiatives that promote good mental health and emotional well-being, the postholder will also fulfil a consultative role, advising a range of professionals who work with troubled children and young people.

2. PMHW posts have been evaluated nationally as being effective in targeting and supporting staff in Tier 1 settings (e.g. schools, health centres, GP surgeries, YOT teams) and in gatekeeping referrals to Tier 2 and Tier 3 professionals and resources. The PMHW role will strengthen the capacity and capability of Tier 1 workers in Reading through consultation, liaison and training.

3. Principally, the purpose of the post is to provide and broker outcome-focused provision and interventions at Tiers 1 and 2 of the CAMHS national service delivery framework. Tier 3 provision and interventions will be otherwise resourced and organised across Reading, West Berkshire and Wokingham. In turn, improved Tier 3 support will respond to the assessed needs of children and young people that include those with learning disabilities and difficulties (LDD), children in care (CIC), substance and alcohol users and young offenders.

4. The PMHW will ensure that children and young people are sustained at school, in their own families and communities through school and setting-based consultation meetings. The postholder will provide routine consultation to special schools (e.g. Phoenix College/The Avenue/Holybrook/Pupil Referral Unit). Consultation will also be provided to other schools in Reading and teams within the Directorate, including partner agencies. The PMHW will provide consultation services to staff supporting some children who need medical respite care and who are assessed as not being capable of attending school. The role will be wholly community based, generating effective working relationships with Reading’s whole school community and Children’s Action Teams (CATs). The postholder will be a key member of a multi-disciplinary Locality CAT that will comprise Educational Psychologists, Health Visitors, Social Care Practitioners and Education Welfare Officers, amongst a range of other professionals.

5. The postholder will engage for up to 2 days a week in time-limited direct work, in collaboration with Tier 1 staff, to provide early and prompt assessment,
intervention and support for children, young people and their families when a child or young person has emotional, behavioural or relationship difficulties that will impact adversely on the child’s development and well-being, impairing everyday functioning or causing significant disturbance within the family, at school or in the community.

6. The work of the PMHW will be informed and underpinned by clear eligibility criteria, explicit referral processes and robust governance arrangements.

**Designation of Post and Position within Departmental Structure**

1. The PMHW will be directly accountable to a senior manager within one of the 4 multi-disciplinary CATs in Reading. This manager will routinely provide 1:1 supervision to address relevant operational and service development issues. In turn, the PMHW will receive clinical supervision and continuous professional development input from staff in the Reading CAMHS.

2. The postholder will develop professional links with other PMHWs and CAMHS personnel in Reading. Clinical supervision will be available from the local CAMHS team.

3. The PMHW may be required to supervise a very small number of staff within the locality CAT.

**Main Duties and Responsibilities**

1. To contribute to the development of an interagency approach to early intervention to support children and young people’s emotional well-being and mental health in line with Reading’s emotional well-being strategy.

2. To increase the mental health service capacity of a locality and the Directorate’s network of children’s services.

3. To provide consultation to parents, schools and a range of colleague professionals.

4. To engage in time limited direct work, as appropriate, using a range of researched methodologies and interventions (e.g. cognitive behaviour therapy, family therapy, multi-systemic family therapy).

5. To provide training on child and adolescent mental health issues and consultation to help colleague professionals and others at Tier 1 to better understand and respond to children’s mental health needs.

6. To be the PMHW lead professional for identified children and young people in Reading as agreed with the CAT manager.

7. To contribute to policy and service development, positive mental health promotion and preventative initiatives.

8. To facilitate access to assessment and intervention programmes to support families who experience the early signs of difficulty to prevent escalation to Tier 3.
9. To undertake joint work with CAMHS personnel and others, as appropriate.

10. To promote a positive view of mental health issues amongst schools, children and young people and their parents.

11. To onward and immediately refer cases where psychiatric assessments are imminently required in situations where children or young people may be a danger to themselves or other people.

12. To be aware of and follow local codes of practice to ensure confidential information is safeguarded as outlined within the Information Sharing and Assessment protocols, Data Protection Act and the Common Assessment Framework.

13. To ensure that practice complies with policy, standards and procedures and relevant codes of practice.

14. To submit data on a monthly basis as required for statistical and performance monitoring.

15. To work within professional and service guidelines, using evidence based practice to deliver outcome-focused services that meet the mental health needs of children and young people.

**Below gateway scp 49 (45 - 48)**

1. The post holder will need to have appropriate core professional training qualification in mental health, psychology, social work, therapeutic intervention and be able to evidence a high level of knowledge and experience of work relating to child and adolescent mental health.

2. Registration with an appropriate professional body.

3. Minimum of three years experience working with children or young people with emotional or behavioural problems and their families, undertaking mental health assessments and providing appropriate interventions.

4. Knowledge of at least 3 mental health issues, including the evidence base for intervention (e.g., ADHD/eating disorders/depression/substance misuse/anxieties/phobias/suicide/self harm/family dysfunction/ conduct disorders).

5. Skilled and reflective listening and consultation skills.

6. Positive collaboration and team working capabilities.

7. Experience of collaborative work with internal and external colleagues which delivered improved outcomes for children.

8. Experience of working in a multi-disciplinary team, routinely using networking and consultative techniques in a broad range of contexts.

9. Provide data for the PMHW service that enables reporting on the service delivery and impact.
Above gateway scp 48 (49 - 51) post-holder needs to demonstrate all elements above as well as:

1. Evidence of post-registration training, learning and development with a focus on mental health of children and young people that will be applicable to the PMHW service.

2. Extensive direct experience of providing training to the children’s workforce in applicable mental health topics at a basic and more complex/ focused level.

3. Successful influencing, alliance-making and people management skills that can be demonstrated through partnership working over cases, service development with a partner or line management of staff.

4. Demonstrating high quality assessment skills and abilities, demonstrating a process that involves people with diverse interests and perspectives, sustaining at all times a focus on the welfare and best interests of the child.

5. Act as the lead professional for complex cases that includes the family and colleagues in a clear care plan for the child.

6. Evidence of ability to initiate new ideas and practice within our or a service that has a positive impact on children and families.

7. Demonstrate the ability to enable colleagues to take important decisions about a Child’s mental health through consultation or capacity building methods.

Scope of Job (Budgetary/Resource Control/Impact)

1. N/A
### Special/Other Requirements/Responsibilities of this Post

**Level of DBS check required for this post**  
*Enhanced with a check of the barring list(s)*

<table>
<thead>
<tr>
<th>If *, does the post require a check against the list of people barred from working with vulnerable adults?</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>If *, does the post require a check against the list of people barred from working with children?</td>
<td>YES</td>
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**What other security/safer recruitment clearances are required for this post?**  
(excluding standard identity/work permit/education qualification checks)

N/A

**Is this post “politically restricted”?**  
NO

**Responsibility for Health & Safety:**  
LEVEL 2

**Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above**

N/A
Person Specification

Qualifications/Education/Training

1. The post holder will need to have appropriate core professional training qualification in mental health, psychology, social work, therapeutic intervention and be able to evidence a high level of knowledge and experience of work relating to child and adolescent mental health.

2. Registration with an appropriate professional body and evidence of post-registration training, learning and development.

3. An informed and ethical value-base that is congruent with public service.

Experience

1. Experience of using a consultative approach to help others develop their own solutions to problems.

2. The postholder will have a minimum of three years experience working with children or young people with emotional or behavioural problems and their families, undertaking mental health assessments and providing appropriate interventions.

3. Experience of working in a multi-disciplinary team, routinely using networking and consultative techniques in a broad range of contexts.

4. Experience of training and developing staff or parents/carers.


7. Experience of collaborative work with internal and external colleagues which delivered improved outcomes for children.

8. Evidence of ability to initiate of new ideas and practice.

Skills, Abilities & Competencies

1. Knowledge of child development and of mental health services

2. Knowledge and experience of using risk and resilience models when working with children and young people.

3. Expert knowledge of at least 3 mental health issues, including the evidence base for intervention (e.g. ADHD/eating disorders/depression/substance misuse/anxieties/phobias/suicide/self harm/family dysfunction/ conduct disorders).

5. Effective time, deadline and workload management skills, working with complexity and volume.

6. Clear and high level oral and report writing, presentation and communication skills.

7. Successful influencing, alliance-making and people management skills.

8. Skilled and reflective listening and consultation skills.

9. Evidence of ensuring equality of opportunity and opposition to all forms of discrimination.

10. Positive collaboration and team working capabilities.

11. Working productively within organisational and budgetary constraints.

12. Excellent assessment skills and abilities, managing processes involving people with diverse interests and perspectives, sustaining at all times a focus on the welfare and best interests of the child.

13. Skills in engaging service users in circumstances where they may be under severe stress.

14. ICT competence.

15. Ability to make sound judgments under pressure, providing critique and challenge that will engage colleagues and service users.

16. Able to maintain accurate work records and supply reports and data, as required.

17. Willing to attend study days, conferences, workshops as relevant and that are agreed with your line manager.

18. Willing to attend programmed 1:1 supervision and appraisal meetings.

19. Able to identify own training and professional development needs in consultation with line manager and clinical supervisor.

Specific Working Requirements

1. A full driving licence and use of a car.

2. Willingness and ability to work unsocial hours within the requirements of the service.

3. To undertake any other relevant duties that are considered to be consistent with the grade of the post.

4. The postholder may be required, from time to time, to work in a locality other than his/her designated locality, depending upon demand and the need to ensure flexible provision across Reading.
Background Information

Reading Borough Council is a progressive and successful unitary local authority in Reading, a large town in the heart of Berkshire, England and also part of the Thames Valley, providing a wide range of quality services to a multi-cultural local community. The population of the borough is growing with now over 150,000 inhabitants, and around 5,000 Reading Borough Council staff in service. We care about the people who live in Reading and about those who work for us.

Historically an imperative town in the medieval period, Reading has royal connections through Reading Abbey, founded in 1121 by King Henry I of England who is now buried there. Modern day Reading is a large commercial centre, with the award winning Oracle shopping centre located a short walk from the Council’s Civic Offices on Bridge Street. Reading is also the home of Reading Football Club who have had numerous spells in the English Premier League, as well as the University of Reading, and Reading Festival, one of England’s biggest music festivals.

Please see our Living & Working in Reading Guide for more details.

Please also take a look at Reading:UK Magazine which is a publication highlighting the regeneration progress and future investment opportunities across Reading. The magazine is accompanied by a website and quarterly email news bulletin service.
Terms & Conditions of Work

Below is a summary of our typical Statement of Main Terms & Conditions of Employment.

Please note: this may differ depending on the post.

Probation

- New employees subject to a six month probation period;
- Targets set to establish suitability for the post.

Salary

- Stated in your offer of employment;
- Paid monthly in arrears on the 25th of the month;
- Pay progression is subject to annual performance assessments;
- Progression increments awarded on 1st April.

Working Hours

- Normal working hours are 37 per week;
- Flexi-time scheme applies where appropriate.

Annual Leave

- 24 days plus bank holidays;
- Additional annual leave entitlements at service anniversaries;
- Leave year runs from 1st April to 31st March;
- Pro-rata entitlements for part-time staff.

Pension

- Automatic admission to a contracted out pension scheme;
- Option to opt out;
- Contribution rate dependant on salary level.
Making Your Application

How to Apply

To conform to our equal opportunities policy, please fill out either an application form using our recruitment website, or one of our application forms by hand. Use of our standard form ensures we give all candidates fair treatment. For this reason, we do not accept CVs as a form of application.

Our recruitment website can be found at www.reading.gov.uk/jobsearch where you will be able to access this vacancy.

Supporting Statement

At application stage, the shortlisting panel will use the criteria from the person specification to select candidates for interview. Thus it is crucial you demonstrate your skills, abilities, knowledge and experience against both the person specification and the job description.

Qualifications

If you are shortlisted for interview, you are asked to ensure that you bring with you to interview any original relevant certificates of qualification, copies of which will be taken.

References

No offer of employment will be made without the receipt of two satisfactory references. Please see the application form for further guidance.

Pre-Employment Checks

For posts with access to vulnerable groups, successful applicants may be required to undergo pre-employment checks which can include a criminal record check and a check of client records. The level of criminal record check required is stated on the advert. The check is carried out by the Disclosure & Barring Service (DBS). Please visit www.gov.uk/disclosure-barring-service-check/overview to find out more about criminal record checks.

In addition Social Services has a policy not to employ spouses/partners where there will be a line management relationship between them, or where they will be employed in the same work setting or within the same line management.

Applicants should note that people employed in posts within Social Services will not normally also be appointed to be foster carers for Berkshire Children or to provide respite care or supported lodgings for adults or children. If you are currently a foster carer or provide respite care or supported lodgings, please indicate this in the supporting statement section of the application form. This will not preclude you from any shortlist but this will indicate the need for a discussion with you prior to appointment if successful.
All new staff are required to undergo a medical clearance, and will be asked to provide documents to confirm entitlement to work in the United Kingdom as required by the Asylum & Immigration Act 1996.

**Equal Opportunities**

We recognise the importance of equal opportunity in employment and have a policy in place to support this. Please see our Equal Opportunities Policy; further information is available on the application form itself. Please note: the shortlisting panel do not see any personal details as these are removed before shortlisting. Decisions are therefore made based on evidence of skills, abilities, knowledge and experience provided on your application form.

**Positive About Disability**

Candidates with a disability who can show that they meet the minimum requirements of the person specification are guaranteed an interview.

**Right of Appeal**

If you feel you have been discriminated against for any of the reasons set out in the Equal Opportunities Policy, please let us have written details of your complaint within 10 working days. This should be addressed to: HR & Payroll Services Manager, Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

**Interview Expenses**

We will reimburse reasonable interview expenses. Normal expenses are based on 2nd class rail fare or actual car mileage. Please request an Interview Expenses Form when you attend an interview.

**Recruitment Process**

Please note: as part of our online service, you will receive updates on the status of your application via email, as well as have the ability to book your own interview time. If you submit your application by hand, you will not have access to the benefits of our online service and will be kept in touch with by post.

Following the closing date, a panel will score each application received on the criteria listed on the person specification. A shortlist of candidates will be selected for interview based on their scores. Candidates will receive an email informing them whether they have progressed to the interview stage or not. Candidates shortlisted for interview will be invited to book an interview timeslot preset by the recruiting manager. You will be required to bring certain documents with you to interview; these will be detailed in your interview confirmation email once you have booked your timeslot. Once you have booked, references will be sought from referees you have given us permission to contact.

If you are selected as a preferred candidate following interview, we must ensure all documentation is collected − including two satisfactory references, relevant ID copies, declaration forms, and a starter form from the recruiting manager. Once these are collected, you will be sent an offer letter and medical clearance form together with documentation relevant to the post.
Feedback
If you would like feedback on your application, please email recruitment@reading.gov.uk and your request will be passed on to the recruiting manager. Alternatively, if you would like to provide us with any feedback, please email this to the same address as above.