

JOB DESCRIPTION

POST TITLE: Team Manager / Substance Misuse Teams
GRADE: 12
DIVISION / UNIT: Adult Social Care / Mental Health: Homeless Outreach Team (START)
DEPARTMENT: Children's and Adults' Services (Post sits in SLAM)
REPORTS TO: Service Manager/ START Service Lead

PURPOSE OF THE JOB

To be responsible for the delivery of community based care within a multi-disciplinary team (START) in accordance with current legislation, council and SLAM policy and best practice.

To manage and supervise a team of MDT staff. This will include setting objectives, performance management and appraisals.

To provide professional guidance and support in complex assessment and case management functions delivering high quality, responsive and customer-focused services.

To have a good oversight of the most complex cases, which maybe strongly contested and high profile.

PRINCIPAL ACCOUNTABILITIES

1. To manage and supervise in accordance to council/SLAM policy and national standards a MDT of staff.
2. To manage the assessments, plans, and the implementation and evaluate client needs in conjunction with the client, carer and families, multidisciplinary team and other community/inpatient services.
3. To work in close partnership, encourage and maintain effective communication links with inpatient and community areas in order to promote good working relationships and continuity of quality care.
4. To undertake effective risk assessment and implement risk management to ensure the safeguarding of vulnerable adults and children.
5. To manage the support to relatives and carers regarding service –users' needs management and outcomes.
6. To work effectively in conjunction with other agencies to provide a high level of support to service users and their carers.

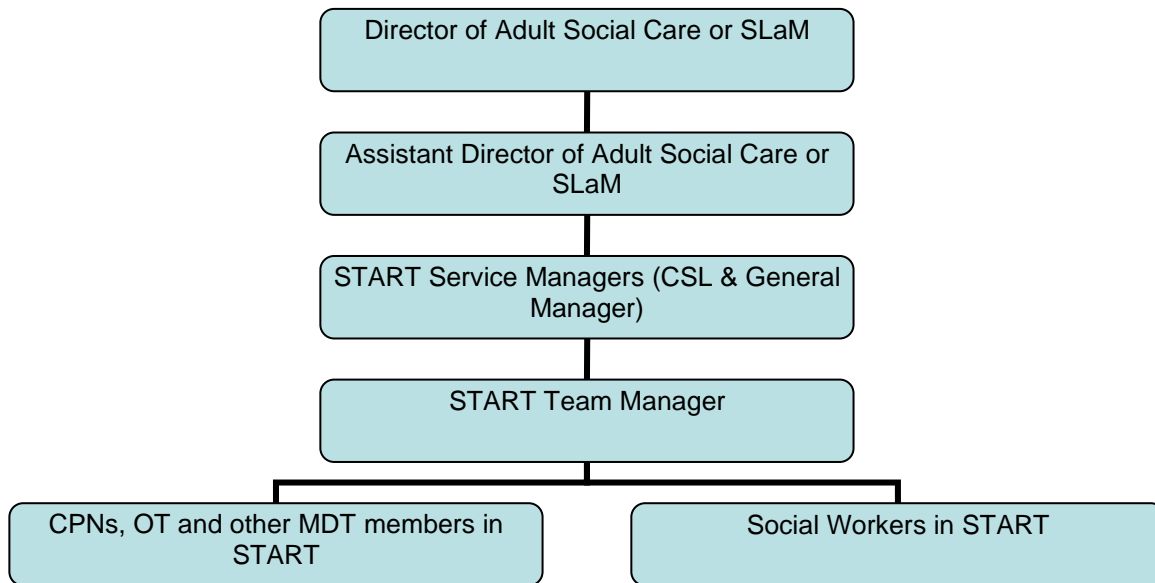
7. To act as a role model and expert practitioner within the service, representing the social work profession effectively within a multi-disciplinary team.
8. To attend meetings and forums, representing the team at various levels internally and externally.
9. The role of recognised expert requires the postholder to lead service developments and brief colleagues in new procedures and different methods/approaches.
10. To take responsibility for the management and development of specific areas of service, including improvements in delivery, determination of priorities, service team plans and implementation of new practice initiatives.
11. To undertake a quality assurance role for the service, identifying problem areas and recommending solutions.
12. To be responsible for the management and supervision of a staff group, which may include workers from different professional background (i.e. social workers, nurses, or OTs), and student placements. Provides guidance, support and direction in workload management, undertakes performance appraisal and co-ordinates induction programmes for new staff.
13. To be responsible for the revision of staff training and development plans, which may involve staff from outside the areas of profession/specialism and acting as a mentor for less experienced staff.
14. To be responsible for the management of information systems, ensuring that all information is used intelligently and in accordance with the Data Protection Act and GDPR.
15. To ensure that the Health and Safety at Work Act is adhered to by all staff and that local policies in managing risks and incidents are followed.
16. Any other tasks duties or projects that may arise from time-to-time and that are commensurate with the general level of the role.

JOB CONTEXT

This is a social care role within the START (Homeless Outreach) Team. The team is physically located in The South London and Maudsley (SLaM) NHS Foundation Trust. It is a small multi-disciplinary assessment team for homeless people in Southwark, Lambeth and Croydon. The team engage with and assess homeless people with severe mental health problems and refers them onto local mainstream service.

Structure Chart

1.1 Structure Chart



Supervisory Role

The post holder will have formal supervisory and line management responsibilities for all of the START Southwark staff members.

Financial Responsibilities

The postholder will need to understand and manage a team budget. Will have responsibility of day to day budget requirements and controls, as well as ensuring the finances are kept within budgets.

Working Times

Contractual hours: 36 per week in accordance with the needs of the service Monday to Friday. The post holder may be required to work outside of normal working hours in accordance with service needs.

Flexible Working

As part of the Southwark Council's commitment to continuous professional development the post holder may be required to rotate to other suitable positions of an equivalent grade.

Location

This post will be located at SLAM offices at 190 Kennington Lane SE11 5DL but with access to Castlemead offices as needed.

Grade/Conditions of Service

Due to the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the rehabilitation of Offenders Act (exemptions) order 1975, as amended, pursuant to section 4 (4) of the rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications	Essential (E)	How Assessed (S/ I/ T)
1. Professional Social Work registration with Social Work England.	E	S
2. Approved Mental Health Professional or willing to train	E	S, I
3. Up-to-date knowledge of mental health policy and legislation and current development initiatives in the field of homelessness	E	I
4. Knowledge and experience of budget management	E	I
Experience		
5. Experience of managing and supervising staff, including setting objectives and performance monitoring	E	S, I
6. Experience of managing adult safeguarding, challenging casework, risk assessment/management and supporting staff to do the same.	E	I
7. Experience of establishing and building collaborative working relationships across key stakeholders, internally and with partner agencies/providers, especially the third sector.	E	S, I
8. Experience of overseeing the application of legislation and principles for equal opportunities, diversity and human rights in the implementation of practice.	E	I
9. Specialist experience in working with adult mental ill health and/or excluded populations	E	S, I
Aptitudes, Skills & Competencies		
10. Ability to take responsibility for the continuous professional development of others and promoting a culture of learning through supervision, mentoring, critical reflection, research, leadership and recognising potential.	E	S, I
11. Ability to lead a team and work as part of a team and across key partnerships. Able to communicate and engage with staff/agencies and coordinate/prioritise evolving workload, tasks and projects.	E	I

