

**Job Description**

**Case Worker Level 3**

**Senior Perinatal Psychological Wellbeing Practitioner 0.5 WTE, Psychological Wellbeing Practitioner 0.5 WTE**

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| Responsible to | Service Manager  |
| Salary | 0.5 Senior Perinatal PWP - £37, 388 pro rata per annum (this is fixed at Band 6 Entry on the NHS scaleAnd 0.5 Qualified Psychological Wellbeing Practitioner - £32,324 pro rata per annum (this is fixed at Band 5 + 2 years on the NHS scale) |
| Hours per week  | 37.5  |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) |
| Main base  | Oakland House |
| Contract | 9 – 12 months |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| To manage a caseload of clients.To provide assessment and low intensity interventions to clients drawing from CBT theories and techniques. This work may be face to face, telephone, group, or via other media.To support the vision to improve access and treatment outcomes for perinatal clients.To promote Manchester Talking Therapies to perinatal services, to improve partnership working and to help generate referrals. To work alongside the management team to ensure that key performance indicators (KPI’s) for perinatal clients are met. To deliver a range of evidence based one-to-one or group interventions.To organise and deliver Perinatal wellbeing taster sessions in the community in partnership with our community engagement team. To deliver focused perinatal training to the wider staff team, specifically as part of the induction process for new starters. To provide case management supervision where necessary, ensuring staff maintain data outcomes as per service requirement.To triage referrals into the service, managing risk and identifying appropriate client care pathway.To provide Duty cover to the team, supporting staff with risk and safeguarding concerns. To participate in an on-call system and/or duty manager rota as required.To identify training/CPD opportunities for step 2 staff.To deliver and support events within the community, with a focus on perinatal events.To attend all relevant training where required and to facilitate the roll-out of this to the wider team. |

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| Main duties of the post |
| 1. To use a range of evidence-based tools and techniques for assessments, goals, and motivating clients
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| 1. To manage a varied caseload of clients, including supporting the IAPT vision for improving access for clients
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| 1. To work with groups of clients to help them achieve their goals
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| 1. To be involved with service development initiatives
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| 1. To be willing to attend supervision training to provide caseload management to a number of qualified or trainee PWPs
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| 1. To collate and analyse performance data as necessary
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| 1. To work in a place- based way to develop effective relationships with a range of internal and external services and agencies; with a particular focus on perinatal services and partnership working.
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| 1. To promote the service to communities and agencies as appropriate
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| 1. To keep accurate and up to date records of clients records
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| 1. To provide case management supervision where necessary, ensuring staff maintain data outcomes as per service requirement.
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| 1. To work alongside the management team to ensure that key performance indicators (KPI’s) for perinatal clients are met
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| 1. To ensure quality standards are adhered to and met and that audits are passed
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| 1. To ensure all statutory responsibilities are followed and reported as required
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| 1. Ensure the maintenance of standards of practice according to SHS and any relevant regulation (e.g. BABCP Code of Ethics) and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
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| Managerial  |
| 1. To triage referrals into the service, managing risk and identifying appropriate client care pathway. |
| 2. To identify training and CPD opportunities for step 2 staff. |
| 3. To lead on and work within a step 2 pathway for perinatal clients  |
| 4. To offer support, advice, and training for the team on issues related to perinatal clients |

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| General work-related expectations |
| 1. To work within the Big Life group’s values ethos and vision
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
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| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
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| 1. To undergo regular supervision and at least an annual appraisal
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| 1. To undertake any other duties as required, and as appropriate to the post
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| 1. To have an understanding of the perinatal mindset as this is required for both halves of the post.
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**Minimum Training required for this post.**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| Confident Managers |  |  |  |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Safeguarding for Managers |  |  |  |
| Designated Safeguarding Lead Training |  |  |  |
| Health and Safety (external IOSH) | ⬩ | Every 3 years | Potentially dependant on team size |
| Motivational Interviewing | ✓ | Once |  |
| Health and Safety internal/briefing | ✓ | Annual  |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity  | ✓ | Every 3 years | Updates as legislation changes |



**Person Specification**

**Case Worker level 3**

**Senior Psychological Wellbeing Practitioner (Perinatal Champion)**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment | Essential/Desirable |
| **1.Experience** |  |  |
| 1. A minimum of 1 year experience working as a qualified PWP
 | A/I | D |
| 1. Experience of managing a caseload of clients and keeping up to date records using a database
 | A/I | E |
| 1. Experience of working with individuals (1-2-1) and groups of people in different settings to help them achieve their goals
 | A/I | E |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships
 | A/I | E |
| 1. Experience of providing clinical interventions for common mental health problems
 | A/I | E |
| 1. Experience of working with people facing a range of barriers and social issues
 | A/I | E |
| **2.Skills** |  |  |
| 1. Ability to use a database/ability to learn how to use a database
 | A/I/T | E |
| 1. Ability to assist clients to help them define and achieve their goals and aspirations
 | A/I | E |
| 1. Ability to manage a varied and complex workload effectively
 | A/I | E |
| 1. Ability to work well across a range of different subject areas such as housing, mental health, education, and debt management for example
 | A/I | E |
| 1. Ability to work with staff from a range of agencies and organisations to better integrate services for clients
 | A/I | E |
| **3.Knowledge**  |  |  |
| 1. Knowledge of the barriers and issues facing our client group
 | A/I | E |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics)
 | A/I | D |
| 1. Knowledge of perinatal mental health
 |  | D |
| **4. Education – qualifications required for this post** |  |  |
| 1. Qualified Psychological wellbeing practitioner with professional registration
 | A/I | E |
| 1. Qualified PWP supervisor or willingness/capability to gain IAPT supervisor qualification
 | A/I | D |
| **5. Personal** |  |  |
| 1. Positive outlook and a ‘can do’ attitude
 | A/I | E |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I | E |
| 1. Commitment to working towards the Big Life group’s ethos and values, including having a non-judgemental approach
 | A/I | E |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I | E |