



BROMLEY Y

MENTAL HEALTH & EMOTIONAL WELLBEING SERVICE (MHEWS)

PRACTICE LEAD JOB DESCRIPTION

Job Title: **Practice Lead**

Section: **Mental Health and Emotional Wellbeing Services (MHEWS)**

Responsible to: **MHEWS Lead**

Location: **Bromley**

Hours of Work: **37.5 hours full time**

Grade: **5**

1. ROLE FOCUS:

To contribute to the development of early intervention and prevention service in Bromley for children and young people. The post represents an opportunity for a qualified and experienced practitioner, with supervision and management experience, who is committed to the principles of CYP IAPT and **THRIVE**, to further their career. The post holder will be jointly responsible for oversight of **Bromley Y's** Mental Health and Emotional Wellbeing Service (MHEWS), referral, waiting list and allocations management, supporting practitioner standards through tracking and developing training based on need, conducting case auditing, line management and supervision in MHEWS. The co-ordination of multi-disciplinary consultation meetings, and therapeutic group interventions, and the development and implementation of therapeutic intervention projects including digital interventions and resources. This work which involves management of risk with colleagues will involve responsibility for particular client groups /intervention pathways. One of the purposes of the practice lead role is to support ensure that Bromley Y delivers, innovative and evidence based with the needs of children, young people and their parents at the centre of our work.

They will deputise for the MHEWS Service Lead at network and partnership meetings.

The post-holder will work with schools, organisations and other charities and staff to ensure that young people from diverse backgrounds receive a service and should be committed to diversity and ensuring access to services for all. Some of the work will be carried out digitally from home with the opportunity to see some children and young people at Ethelbert Road. The majority of the work will be in the community supporting Bromley children in gaining access to appropriate activities, resources and interventions.

The post holder must be prepared to be flexible in their working arrangements to ensure that all children and young people can access support at a time which suits their needs. This may entail some evening sessions and Saturday working. A regular presence on site will be required. The post-holder will supervise qualified and trainee members of the team. They will have line management responsibility and a role in developing the service. They will have a service responsibility for safeguarding and risk assessment. The postholder will contribute to securing appropriate local partnerships and community sites to support our commitment to bringing services to people.

Post-holders must have a professional qualification and will be allocated half a day per week to undertake work to maintain their qualification accreditation/ registration requirements.

2. MAIN DUTIES INCLUDING LINE MANAGEMENT

- Conduct case auditing to ensure **Bromley Y** professional standards are met and maintained.
- To contribute to positive workforce wellbeing through the application of **Bromley Y** values and use of service policies.
- Ensure learning and professional development requirements are identified and training programmes implemented both at service level and for those line managed
- Provide casework supervision to identified qualified and trainee staff.
- To identify, monitor and manage risk to self or others in every contact.
- To develop and manage processing of referrals into MHEWS, and the timely allocation to practitioners
- To respond to user experience and Participation with a focus on co production to contribute to service development.
- To Provide effective 'waiting well' support for children/parent/carers who are waiting for interventions
- To provide an evidenced based service for children and young people as part of early identification and intervention for children and young people with emotional and mental health needs.
- Co-ordinate the provision of evidence-based psychological interventions. This work may be face to face, on the telephone or via other media and involve meetings and liaison with other service providers
- Coordination of service policy and procedures.
- Adhere to an agreed activity relating to the number of appointments offered each week as agreed with Operations Manager.
- Complete all data entry as required within the service and to keep up to date and clear records of all interventions in line with service policies and procedures.
- To work across agencies to develop a coordinated response to children and young people's mental health needs offering consultation and advice to other professionals on all aspects of mental health and wellbeing of children and their families.
- To provide support and psycho education to direct children and their families whilst they await further, if required interventions to meet their emotional needs.
- To be forward thinking and be a part of idea generation and innovations.
- Continuous development of the team through regular 1-2-1 sessions to identify areas of improvement and best practises.
- To develop knowledge and ethos of the service within your team and establish a centre of excellence
- Lead by example to set the standards of conduct and performance in delivering a high level of service and professionalism.
- To develop partnerships that support the effective operation of the service.

3. PRACTICE RESPONSIBILITIES

- Develop partnership with other organisations to determine their needs and manage the relationship through the contract
- To ensure that the service protocols are understood and staff and other organisations are supported to meet them.
- To deliver community based therapeutic interventions with a caseload of children and families, to maintain their professional qualification, keeping abreast of current training and practice in such area
- To decide on an appropriate course of action with the professionals involved, providing advice, support and knowledge of appropriate resources for the emotional wellbeing of children and their families.
- To plan interventions for children and young peoples' emotional and mental health issues.
- To carry out joint and/or individual assessments of children and families.
- To provide support and guidance to others with the aim of improving skills, knowledge and facilitating reflective practice.
- Manage own workload through both practice and managerial supervision.
- Manage the work of qualified and trainee staff through case management supervision
- Manage relationship and the contract with organisations through regular contact and meetings and reporting

- To lead team and service meetings as required.
- To work alongside others to demonstrate knowledge and skills to plan and critically evaluate the implementation of the early intervention role to meet the mental health needs of children and young people.
- To contribute to the evaluation of all areas of service delivery, client and professional satisfaction and the impact of interventions.
- Ensure that all line management, case and supervision records are in line with best clinical practice and **Bromley Y** policies and procedures.

4. EDUCATION AND TRAINING

- Ensure that all requirements for BACP or UKCP or equivalent accreditation / registration are met.
- Attend and fulfil all the requirements of the CYP PT approved supervision standards.
- Identify training needs across the supervisees and develop routes for CPD for self and team in co-ordination with the MHEEW Service Lead.
- Attend locally and nationally organised training appropriate to the work role
- To ensure knowledge and skills are continuously developed and maintained at a high level of competence.
- To identify own and others training needs through supervision, line management and personal development plans.
- To arrange and deliver training workshops to colleagues and partner organisations and to lead the evaluation of training arranged or delivered.

5. RESEARCH AND DEVELOPMENT

- To work with others to develop practice protocols and audit tools, and to work in line with Bromley Y's quality assurance framework, to collect the relevant statistical information to underpin service evaluation and record keeping.
- To implement national audit tools and review with colleagues nationally and locally.
- To be key in obtaining service user views and feedback on support provided to ensure the delivery of accessible provision.
- To comply with relevant professional codes of conduct.
- To contribute to establishing essential networks, knowledge base of resources and maintain links with relevant community organisations.
- To contributing to identifying service needs and gaps across with regard to children's mental health and wellbeing.
- To develop and manage in service evaluation and audit to ensure the overall development of the service.
- To maintain awareness of up-to-date research and development pertaining to advances in child and young people's emotional wellbeing and mental health issues.

6. PEOPLE MANGEMENT

- Responsible for line management including but not limited to coaching and developing staff, managing minor issues of conduct and performance, carrying out year Performance Development Reviews
- Provide mentoring, guidance, coaching and support to team members to develop their practice and potential
- Identifying gaps in team members knowledge and arranging training to support continued professional development/knowledge
- To carry out monthly line management meetings
- Managing minor issues of poor conduct and performance through Line management and Informal Performance Support and Informal Conduct Support and Guidance
- Identifying if staff would benefit from a Wellness Action Plan to support their wellbeing in the workplace
- Managing sickness absence including carrying out return to work interviews
- Managing holiday requests ensuring operationally feasible in line with service needs
- Leading and carrying out appraisals including setting and monitoring SMART performance objectives
- Involvement in recruitment and selection for team members and new employees on boarding
- Communicating business developments and objectives to team members
- Report to Team Leader with regards to team and individual performance, conduct and welfare

7. GENERAL

- Develop appropriate recording systems and keep accurate and appropriate records,
- Provide information for monitoring and evaluation and report writing as required.
- Participate in, and actively contribute to, individual supervision, lead group supervision; lead training and team meetings as required.
- Work in accordance with the service's objectives and values.
- Comply with all organisational policies and procedures, and in particular to ensure safe, fair and responsible working practices
- Undertake duties to ensure the health and safety of post-holder, colleagues, service users, volunteers and visitors.
- Work flexibly, being prepared to perform other duties commensurate with the role.
- Actively support and promote any fundraising activities as part of the day-to-day duties.
- Promote the work of **Bromley Y** People and encourage positive understanding, awareness and attitudes towards emotional wellbeing and mental health.
- Work at all times to promote equality, diversity and individual rights.
- Work alongside and ensure active service user participation in all aspects of work, including monitoring of activities.
- To participate in the development of local safeguarding child protection, joint agency procedures and other relevant local procedures.

JOB SPECIFICATION

	DETAILS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Professional qualification, with evidence of continuing professional development, in a field relevant to child and adolescent mental health	X	
	Professional Accreditation/ Registration eg – BACP or UKCP or equivalent	X	
	Enhanced DBS	x	
	Supervision qualification	x	
EXPERIENCE	Experience of managing and supervising staff in particular managing issues of conduct and performance such as attendance, time -keeping, sickness management and following protocols and procedures	X	
	Over five years' experience of working with children and families, including work with children and young people with emotional and mental health needs which includes working with children and young people with a wide range of clinical and behavioural presentations.	X	

	Experience of undertaking assessment of emotional and mental health needs children and young people with a key focus on safeguarding	X	
	Experience of working with multi-agency partners and planning best outcomes for children and young people	X	
KNOWLEDGE SKILLS AND COMPENTANCIES	Ability to use data and information to write reports and present information internally and to key stakeholders		X
	Working knowledge of Health, Social Services, Education and the Voluntary Sector	X	
	Ability to listen empathetically to children and young people and their families in order to work effectively in partnership Qualities essential to practice, including, respect, genuineness, empathy, personal integrity and communication skills, to enable the therapeutic relationship and process. Ability to work in partnership with children and families.	X	
	Demonstrate knowledge and skills in identifying systems for supporting emotional wellbeing and mental health needs in the community and facilitating access for young people and families	X	
	Knowledge of relevant national policies and guidance in relation to children's services and knowledge and skills to safeguard and protect children and young people's welfare in line with the Children Act 2004 requirements.	X	
	Demonstrate knowledge and skills to deliver training packages on child and young people's emotional wellbeing and mental health, including delivering psycho education children, young people and their families	X	
	Knowledge and skills to offer emotional wellbeing and mental health consultation to a wide number of professionals.	X	
	Demonstrate skills to assess risk using already established assessment tools and if necessary, develop protocols with families and other staff / practitioners to manage risk.	X	
	Ability to manage a caseload.	X	

VALUES We Care We Listen We Empower We Accept We Respect	Can demonstrate support for the values and beliefs of the Bromley Y and for its services	X	
	Can demonstrate support for the THRIVE model and the RESPECT principles	X	
	Holds positive attitudes to diversity, equality and enabling access to services for all	X	
	Knowledge of Employment law	X	
	Holds a positive attitude toward children and young people, particularly those with emotional and mental health difficulties	X	
PERSONAL ATTRIBUTES	Able to work from home, utilising remote technologies	X	
	Flexibility across hours of work when required.	X	
	Willingness to meet with children and young people in a variety of locations, whilst maintaining safety	X	
	Computer skills and abilities to be able to collate and present information for formal reports and regular monitoring and reporting.	X	