



Job Description

Job Title: Specialist Support Worker (No Resource To Public Funds - NRPF)	Service Area: Adult Social Care – Mental Health	
Directorate: Strategic Commissioning & Community	Post Number:	Evaluation Number: 3428
Grade: PO1	Date last updated: April 2016	
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.		
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.		

Overall Purpose of Job

- Provide advice, information and guidance on NRPF
- To undertake Human Rights Assessments and advise on issues relating to The Human rights Act
- To provide a case work service to customers who have been identified as NRPF
- To liaise with Home office NRPF network
- To provide eligibility assessments. To be responsible for assessing potential service users for eligibility and sign posting those who are found not eligible for NRPF support to the appropriate organizations for assistance and complete Community Care Assessments as required

Job Context

1. The post holder reports to a PO5 Practice Manager

2. The post holder has no line management responsibility
3. Provide flexible services which may include evenings and weekend work as required meeting the demands of the team.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- Working within the Care Act criteria
- Liaise with other mental health staff and other professionals and agencies, carers and families and community representatives as required
- Liaise with Housing, Education, Leisure Employment and Children's Services in partnership with Care Co-ordinators to enable service users to access appropriate community resources
- Maintain adequate IT case files and other records and carry out required administrative tasks
- Participate in supervision and performance appraisal and undertake any required training or development
- Meet health and safety, risk assessments, management and other relevant requirements and work within agreed policies and procedures
- Work with more complex cases, receiving sensitive and possibly distressing information from others and passing this onto relevant line manager.
- To undertake assessments and reviews for service users, adapting care plans and financial packages with line managers approval.
- Has a working knowledge of mental health needs and ability to identify behaviours associated with individual relapse triggers
- Has an understanding of the practice of recovery-orientated approaches and personalisation.
- Has a working knowledge of safeguarding procedures and the ability to sustain strategies that are developed through these arrangements.
- To take the lead on developing guidance on an area of complex work and sharing this specialist knowledge with peers and providing training:

- Ensuring an effective and efficient (NRPF) provision service to people subject to immigration control who have assessed care needs. To work in partnership with Children and Adult Social Services departments to ensure that assessment and review procedures for NRPF clients are adhered to. Clients include EEA and Non EEA where different rules apply.
- Must have an excellent working knowledge of immigration, human rights and community care legislation and be able to interpret and apply this knowledge at a practical level.
- To undertake regular reviews of existing cases in line with the department's policy and procedures, ensuring that all clients supported continue to be eligible for support and to provide assistance and guidance to clients with immigration issues.
- Attendance at meetings, case reviews, conferences, working parties and training courses as required. To attend care-planning reviews for NRPF clients and to ensure that assessments and reassessments of need are undertaken.
- To provide re-integration assistance to clients awarded ILR (Indefinite Leave to remain), making sure that they are able to make the transition onto mainstream benefits and / or employment at the point of service cancellation.
- Responsibility for updating the social services database in respect of service user information and to be proficient in the use of IT systems and software in order to ensure that departmental standards in this field are met
- Prepare written reports and carry out casework recoding in accordance with national and departmental standards
- Carry out responsibilities/ duties within the framework of the Council's Equal Opportunities policy.
- Carry out responsibilities/ duties in line with legal requirements and other Council policy and procedures including quality standards.
- To take lead in developing and updating NRPF policy in light of best practice.
- The ability to reflect continuous practice developments in one's own work.
- The ability to manage a caseload.

Such other non-recurring duties, appropriate to the post, as may be directed



Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
<p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE:</p> <p>An understanding of the following:</p> <ul style="list-style-type: none"> • Mental Health Act • Mental Capacity Act • Safeguarding Adults • Health and Safety at Work Act • Lone Working • A clear understanding community care policies. • Specialist knowledge of immigration legislation 	<p>Application Form/Interview</p>

<ul style="list-style-type: none"> • A demonstrable understanding of Human Rights Act. • Knowledge of severe and Enduring Mental Illness. • Knowledge of The Care Act 2014. 	
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • A willingness to work towards attending and implementing the skills learnt in mandatory training sessions. • A willingness to work towards NVQ Level 3. 	Application Form/Interview
<p>DBS Check</p> <ul style="list-style-type: none"> • Up to date DBS Check 	Clearance to be obtained before final offer.
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of working with individuals within a social care / health setting • Experience of supporting people to work towards and achieve their goals in any setting or context. • Has in-depth working knowledge of mental health needs and ability to identify behaviours associated with individual relapse triggers • Experience of working with people who have no recourse to public funds. • Experience of working within a local authority. • Experience of working with colleagues in health, home office and other agencies 	<p>Application Form/ Interview</p> <p>Application Form</p> <p>Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Effective verbal and written communications skills, including the ability to produce clear and concise reports at an operational level. 	Application Form/Test

<ul style="list-style-type: none"> • Ability to use computers and related software packages such as word, outlook, excel, and any business related databases at an operational level. • Ability to work flexibly including weekends and Bank Holidays. • Ability to work under pressure, to meet deadlines, use initiative and prioritise with a minimum of direct supervision. • Ability to keep abreast of current legislation in area of specialism • Ability to deliver good quality assessments with regard to requirements of the Human Rights Act. • The ability to reflect continuous practice developments in one's own work and manage a caseload. • Effective critical thinking and reasoning skills and the ability to contribute to constructive problem solving within the service. 	<p>Application Form/Test</p> <p>Application Form</p> <p>Application/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Ability to understand and implement the values and purpose of an adult social care service • Ability to provide a service that takes account of and respects the service user's life style, cultural and religious preferences and is responsive to their health and social care needs. • Ability to demonstrate an understanding and application of person centred care principles and the promotion of an individual's independence. • Is able to contribute effective and positively as part of a team 	<p>Application Form/ Interview</p> <p>Application/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

OTHER SPECIAL REQUIREMENTS:

- Ability to work and travel in any part of the borough as well as outside Newham as required by the service.
- Ability to undertake and successfully complete training and development as required.

Application Form

Application Form