**Job Description**

**First Contact Mental Health Occupational Therapist**

This role is for Primary Care Network joint working delivering services that improve outcomes for the population of the PCN registered patients. As a Primary Care Network’s (PCN) the aim is to bring together local health and care organisations (including social care, the voluntary sector and patient groups) to work collaboratively to deliver more joined up, patient-centred services

As part of the NHS Long Term plan, PCN’s are working collaboratively with providers and patients to co-produce solutions to the challenges we face and maximise the impact of these services on quality and outcomes of patient care.

This role is specifically dedicated to providing support to service users who have been diagnosed with a mental health illness or dementia, as well as providing support and education to their carer/family members.

The successful candidate will have good communication, negotiation and people management skills and act with compassion and integrity.

The successful candidate will work alongside all PCN practitioners and other mental health practitioners to provide an all-encompassing approach to personalised care and enable people to work out how best to use the health and care system.

The post holder will help manage some aspects of the quality and outcomes framework and enhanced services.

# Job Summary

The post holder will work across the PCN, providing mental health assessment and care planning for patients with mental health needs, supporting patients to work towards their own recovery. The post holder will carry a defined case load.

# Key Responsibilities

1. Provide effective occupational therapy to our patients with a mental health diagnosis.
2. Manage a caseload of clients with complex needs as an autonomous practitioner, using evidence based/client centred principles to assess, plan, implement and evaluate interventions.
3. Deliver a range of therapeutic interventions in line with professional competence, and support service users in relation to their physical health, employment, and housing, referring to specialist provider services as necessary.
4. Apply a high level of understanding of the effects of mental illness. Provide advice and support on lifestyle changes and adaptations to the service user’s social and physical environment.
5. Provide appropriate short-term interventions for clients with more complex and severe, enduring mental illnesses in primary care with the aim of preventing deterioration, relapse and admission to secondary care mental health services.
6. Develop contingency plans in the event of a crisis with patients, families and carers
7. Facilitate the transfer of patients between secondary, primary, and social care.
8. Co-ordinate all aspects of an individual’s support package, retaining an overview of work by individuals from partner agencies.
9. Be responsible for own time management and the prioritisation of a caseload
10. Ensure that GPs, practice nurses, practice pharmacists and other members of the primary care team understand the mental health occupational health role, how to refer to them, and which patients may particularly benefit from the role.
11. Have a working knowledge and understanding of the relevant legal frameworks: Mental Health Act, Mental Capacity Act, NHS and Community Care Act, National Assistance Act
12. Promote and raise awareness of the mental health occupational therapy service particularly to groups and communities that experience barriers to access.
13. Attend and contribute to team, practice, and PCN meetings and events as required by the service.
14. Work flexibly, adapting to the needs of the service and client group while maintaining the integrity of the role.

# Key Tasks

* To work as part of a multi-disciplinary team to, assess, plan and implement patient specific programmes of care/interventions under the Care Programme Approach, with the aim of improving patient well being, productivity and self-care.
* To work in partnership with patients (and carers) to agree goals and treatment proposals, and outcomes-focused goals.
* Undertake both verbal and non-verbal communication methods to address the needs of patients that have communication difficulties.
* Involve MDT colleagues, physiotherapists, social workers, social prescribers and health coaches, alongside patients' families, support workers, carers and employers, in care planning.
* Teach coping strategies and support adaptation to manage long term conditions for physical and mental health.
* Advise on organisations to help with daily activities.

# Provide personalised support

* Meet people on a one-to-one by phone, video conference, or face-to-face.
* Build trust and respect with the person, providing non-judgemental and non-discriminatory support, respecting diversity and lifestyle choices;
* Support effective engagement with personalised health and care plans

# Miscellaneous

* Establish strong working relationships with GPs and practice teams and work collaboratively with other mental health practioners, Health and Wellbeing Coaches, Care Coordinators and Social Prescribing Link Workers, supporting each other, respecting each other’s views and meeting regularly as a team;
* Demonstrate a flexible attitude and be prepared to carry out other duties as may be reasonably required from time to time within the general character of the post or the level of responsibility of the role, ensuring that work is delivered in a timely and effective manner;
* Identify opportunities and gaps in the service - and review risks and issues that could impact on service delivery - and provide feedback to continually improve the service and contribute to business planning;
* Contribute to the development of policies and plans relating to equality, diversity and health inequalities;
* Work in accordance with the practices’ and PCN’s policies and procedures;
* Contribute to the wider aims and objectives of the PCN to improve and support primary care.

# General

* Develop a culture that promotes equality and values diversity. The postholder must be aware of and committed to the Equality and Diversity policies of the appointing Primary Care Network and comply with all the requirements of these policies and actively promote Equality and Diversity issues relevant to the post.
* Ensure the principles of openness, transparency and candour are observed and upheld in all working practices.
* The post holder will have, or acquire through training provided by the organisation, the appropriate level of safeguarding and knowledge, skills and practice required for the post and be aware of and comply with the organisation’s safeguarding protection policies and procedures.
* Ensure that any infection prevention and control issues are reported to the line manager/Infection Prevention and Control

# Confidentiality

* In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
* In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

# Health & Safety

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the practice Health & Safety Policy, to include:

* Using personal security systems within the workplace according to practice guidelines
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
* Making effective use of training to update knowledge and skills
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
* Reporting potential risks identified.

# Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures, policies, and current legislation.
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

# Personal/Professional Development

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

* Attend and participate in staff meetings when and as required.
* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Participate in clinical supervision and appraisal

# Any Other Duties

Any other duties as may be determined by the Practice Management Team and Partners

# Person Specification – Mental Health Occupational Therapist.

# Qualifications and training Essential Desirable

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| Registered Professional Qualification in relevant profession (Occupational Therapy, Mental Health Nurse) |  ✓ |  |
| Evidence of Continuing Professional Development, particularly in mental health specific skills | ✓ |  |

# Experience

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| Experience of working in an acute, community mental health or social care setting  | ✓ |   |
| Experience of multidisciplinary team/partnership working across statutory, voluntary and community sectors |   | ✓ |

# Skills and knowledge

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| --- | --- | --- |
| Ability to manage a caseload of clients with complex needs as an autonomous practitioner, using evidence based/client centred principles to assess, plan, implement and evaluate interventions. | ✓ |  |
| Ability to work with minimal supervision, asking for help when needed | ✓ |   |
| Excellent communication and presentation skills |  ✓ |  |
| Proficient in MS Office and web-based services |  |  ✓ |
| Ability to travel across multiple sites |  |  ✓ |
| Good people management skills | ✓ |   |

# Other

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| Meets enhanced DBS reference standards and criminal record checks | ✓ |   |
| Ability to work flexible hours and travel out of area as necessary |  |  ✓ |
| Have a full UK drivers licence and use of a car |  | ✓ |
| Proficient speaker of another language to aid communication with people in the community for whom English is not a primary language |   | ✓ |