

Job Description and Person Specification

Job Description

Post Number		Included in Approved Business Plan	Yes/No <small>Delete as appropriate</small>
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Job Title	Social Therapy Co-ordinator
Location	Nottingham Clinic
Reporting To	Service Manager
Purpose	To co-ordinate and facilitate the delivery of all aspects of patient care, with particular focus on social therapy, clinical standards, and to supervise the conduct and development of clinical staff within their area of responsibility.

Main Duties and Responsibilities

1. To co-ordinate the adequate and cost efficient staffing of the unit. To ensure there is sufficient numbers and correct skill mix on duty, at all times, in relation to the Regulatory Standards as regulated by the Care Quality Commission.
2. To coordinate Social Therapy and associated activities and ensure that all patients have access to and timetabled a wide range of activities, therapies and rehabilitation experiences as set out in their care plans developed by the Multi-disciplinary team.
3. To participate in the Services Senior Management Team and in the multidisciplinary team
4. To participate in the assessment of referrals as to their suitability for admission to the service.
5. Ensure that all aspects of care are delivered to acceptable standards, in line with NMC standards, Care Quality commission Registration Standards and company policies and procedures.
6. Participate in the recruitment and development of all clinical staff, participate in the facilitation of induction, training, clinical supervision and appraisal.
7. Monitor levels of sickness and periods of absence, participating in the company's disciplinary procedures where necessary.
8. To keep self updated with developments in clinical practice and share this information with the clinical team.
9. Develop good sustainable working relationships within the staff team. Foster an atmosphere of professional co-operation, and extend this to external agencies, and members of the multidisciplinary team.

10. Ensure that all documentation in relation to patient care is maintained at a standard which complies with all legal requirements
11. Any other reasonable task that is requested by the Service Manager that is within their competence.

Management of Staff

Provide managerial and professional leadership for the social therapy team. To co-ordinate all managerial and clinical supervisions across the clinical staff and to be responsible for all associated records.

Management of Health and Safety

Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including Fire arrangements, Health and Safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.

Financial Management

The post-holder will manage costs in line with the agreed budget

Training

The post-holder will be responsible for attending in service training sessions and agreed external courses.

Professional

The post-holder will ensure that they maintain their own professional skills and competencies in line with the requirements of the Company and best practise

General

1. The post-holder will be required to develop and maintain good working relationships with colleagues, visitors, carers, members of the multi-disciplinary care team and senior professional and managerial staff.
2. Have access to a wide range of confidential information about patients, staff and Ansel Ltd, which must not be divulged to any unauthorised person in any circumstances.
3. Conform at all times to the Policies and Procedures of the Company, with particular regard to confidentiality, financial and administrative responsibilities, and treat patients, colleagues and visitors with dignity and respect at all times.
 - a. Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including Fire arrangements, Health and Safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
 - b. Maintain and support all quality initiatives and objectives introduced into the organisation.
 - c. Be flexible and adaptable.
 - d. Undertake any other appropriate roles and responsibilities as requested and required.

Person Specification

	Essential Requirements	Desirable Requirements
Educational/ Professional Qualifications	<ol style="list-style-type: none"> 1. Educated to diploma/degree standard 	<ol style="list-style-type: none"> 1. Clinical qualification 2. NVQ assessor qualification 3. Teaching and Assessing in Clinical Practice qualification or equivalent
Experience	<ol style="list-style-type: none"> 1. Experience of managing a team 2. Experience in the management of day to day delivery of care 3. Awareness of health and safety issues 4. Experienced in co-ordinating and managing duty rota's 5. Demonstrates recent and relevant clinical updating in line with CPD's 	<ol style="list-style-type: none"> 1. Experience in facilitating groups 2. Knowledge of the implementation of the Mental Health Act (1983) and its amendments in 2007 3. Forensic healthcare experience
Personal Attributes	<ol style="list-style-type: none"> 1. Interested in continuing professional and personal growth and development 2. All reference verifications are favourable of character and performance 3. A high level of verbal and written communication skills 4. Behave at all times in a courteous manner towards patients, visitors and multidisciplinary team members 5. Authentic interest in maintaining the quality of service. 6. Ability to motivate and work with a team 7. Organised, enthusiastic, committed and methodical approach 8. Willing to undergo an enhanced CRB disclosure 	

The details given in this job description reflect the main duties and responsibilities of this post at time of writing. It should be noted however, that over a period of time, and as circumstances

change, these duties and responsibilities might be required to change. It is therefore anticipated that from time to time this job description will be reviewed with the post holder.

Agreed by **Employee Signature:**

Print Name:

Date:

Employer Signature:

Print Name:

Designation:

Date:

