

**Job Title:** Children and Young Peoples Mental Health Support Team Manager – Harlow, Essex

**Reporting to:** Children and Young Peoples Mental Health Support Team Clinical Lead.

**Location:** Harlow (with the ability to occasionally travel throughout West Essex and Hertfordshire).

**Responsible for:** Operational running of the service, Supervision of Mental Health Practitioner/ Supervisor and Team Administrator.

**Hours:** 37.5 hrs a week

**Pay:** £41,902pa ( including Fringe HCAS)which equates to current Agenda for Change Band 7 (correct for 2021/2022)

**The Organisation:**

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Mind in West Essex welcomes applications from people with their own personal experience of mental ill health.

**The Service:**

Following on from the government’s green paper Dec 2017 ‘Transforming children and young people’s mental health provision.’ Mind in West Essex is part of the national Mental Health Support Team programme.

The Mental Health Support Team (MHST) works with children and young people who are experiencing mild to moderate mental health issues and works in and with schools and colleges to develop the support they offer to the whole school community and strengthen the links between education, health services and families across Harlow.

**Purpose of the Job:**

The post holder will provide operational management of the Harlow Children and Young Peoples Mental Health Support Team.  
You will lead the development of the Harlow MHST and in doing so work closely with the Epping Forest and Uttlesford MHSTs and other sites across Hertfordshire and West Essex Integrated Care Service (ICS). You will be responsible for overseeing and managing the promotion of the service within the local community and for overseeing the development of our relationship with schools and colleges. You will support the team to adhere to the principles of the MHST programme and to achieve the programme outcomes. You may also be involved in contributing to support of the wider West Essex MHST Teams (Epping Forest & Uttlesford) when required.

**Key Responsibilities:**

**Management and Service Development**

* Lead the development of service processes and procedures, service start-up and the development of the service’s clinical model.
* Provide supervision and line management of the Education Mental Health Practitioner/ Supervisors and the Team Administrator.
* Ensure that all team members receive the appropriate levels of clinical/line management supervision for their role.
* Ensure that the required outcome measures are met by the team and submitted in a timely way.
* Provide quality assurance for the data submitted by team members.
* Call and set the agenda for the Harlow MHST team meetings.
* To represent the West Essex MHSTs at meetings with the ICS, CCG, National Mind and within any networks that are either essential or desirable for the service to be networked with.
* Ensure effective joint working with the Essex Quadrants, Essex CAMHS and other community partners.
* Report on the activities and effectiveness of the team’s interventions as required.
* Adhere to the principles of Practice Governance.
* Build effective relationships with the designated senior lead for mental health in the schools that Harlow MHST is working with.
* Work with schools to develop their whole school approach.
* Monitor and report on the Harlow MHST budget.
* Authorise leave and undertake appraisals for the Harlow MHST.
* Work as part of the Mind in West Essex Management team.
* Provide reports for the Mind in West Essex Board of trustees on the development of the Harlow site.
* Supervise and support safeguarding cases held by team members that you line-manage, in line with relevant organisational safeguarding policies and procedures.
* Contribute to the training and development of trainee Education Mental Health Practitioners (EMHPs) within the team as required.
* Attend and complete the supervision training programme provided by HEE if required.
* Monitor and track progress against access targets for your caseload and that of the team members you line-manage and develop plans to reach access targets.
* Agree and implement quality standards which reflect both local and national requirements. Build and develop best practice initiatives.

**Clinical and Client Care**

* Ensure that robust managerial and clinical supervision is taking place.
* Provide clinical supervision to the Supervisor/Practitioner(s) and to the rest of the team as/when required.
* Alongside the clinical staff, assess and develop evidence-based treatment plans to meet the mild-moderate needs of CYP with a range of emotional and mental health difficulties.
* Support children and young people, their parents/carers, families and educators in the self-management of presenting difficulties.
* Work in partnership with children, young people, their families and educators in the development of their care plans, including specific interventions and agreeing outcomes.
* Deliver evidence-based, low intensity interventions for Children and Young People aged 4-19 with mild-moderate emotional and mental health difficulties as required.
* To provide an all person inclusive service, focussing on early intervention, rapid response, that supports effective clinical decision making and education of school staff.
* Maintain service activities in line with the agreed referral and assessment criteria.
* Support the team to make decisions on suitability of new referrals, adhering to the services’ referral protocols, refer unsuitable clients on to the relevant service or back to the referral agency as necessary.
* Maintain comprehensive records of all training and clinical activity in line with both health and education service protocols and use these records and outcome data to decision-making.
* In partnership with the Epping Forest and Uttlesford MHSTs, develop and implement systems of audit for:
* Client records
* Team activity
* Outcome Measures
* CYP experience Measures
* Ensure outcome measures (e.g. SDQ, RCADS) are routinely embedded in your clinical work and that of those you line-manage
* Provide comprehensive, timely and accurate information relating to activity and/or performance as required.
* Complete all requirements relating to data collection and report clinical outcomes and service access data into the digital patient record system.
* Promote the mental and emotional health of children and young people in education settings, through clinical interventions in the care pathway.
* Practice, evidence, reflect on and demonstrate an ability to manage one’s own caseload in conjunction with the requirements of the team.
* Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate, both for personal educational benefit in discussion with supervisors, or to provide direct assistance.
* Show evidence of working with a collaborative approach, involving a range of relevant others when indicated. Specifically, work in collaboration with teachers and other educational staff, parents, children, young people and the wider community to enhance and broaden access to mental health services.
* Contribute to the development of individual or group clinical materials or training materials.

**Professional**

* Ensure the maintenance of standards of own professional practice according to Mind in West Essex policies and procedures.
* Ensure that confidentiality is always protected.
* Develop a ‘local knowledge’ of the locality and its services and facilities, particularly in relation to mental health issues.
* Ensure that any risks or issues related to the safety and wellbeing of anyone the post-holder comes into contact with during their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest.
* Participate in individual appraisal and respond to agreed objectives.
* Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
* Attend relevant educational opportunities in line with identified professional objectives.
* Ensure adherence to organisational policies and procedures and that interventions are developed and delivered in accordance with NICE guidelines and clinical standards.

**Person specification**

**Essential**

* Experience of managing a team.
* The ability to inspire people.
* Experience of providing clinical supervision.
* Qualification (e.g. PG Cert, PG Dip) to deliver evidence-based therapeutic interventions to children and young people.
* Familiarity with CBT evidence-base, both within clinical training and delivering interventions.
* Direct clinical experience (autonomously providing assessment, developing treatment plans and delivering evidence-based therapeutic interventions) with CYP aged 4-19 with mental health difficulties.
* Knowledge and direct clinical experience of adapting interventions and delivering them to CYP.
* Experience of routine clinical outcome monitoring.
* Experience of clinical risk assessment.
* Understanding of child development and psychological influences.
* Experience of providing clinical supervision and case management.
* Experience of working in education settings.
* Experience of involving parents/carers in the wellbeing of CYP.
* Excellent communication skills.
* Organisational skills and excellent time management.
* Experience of using Microsoft Office package

**Desirable**

* Experience of developing a new service.
* Experience of supervising safeguarding cases.
* Experience of delivering Low Intensity/Psycho-educational interventions to groups of CYP, educational staff and/or parents/caregivers.
* Experience of providing clinical supervision in relation to low intensity CBT.
* Experience of working within the third/voluntary/charity sector.
* Experience of engaging a rage of stakeholders (young people, families, mental health providers, schools, Local Authority staff etc.).
* Experience of using client databases.
* Experience of developing and delivering workshops/groups to CYP/Adults and Presentations to Senior colleagues/networks.
* No criminal record that prevents work with our client group or which would harm our reputation, an enhanced DBS will be required.
* Valid UK driving licence and/or access to transport to enable travel between educational settings on a daily basis.

**General**

* Attend regular supervision and annual appraisal, identifying any relevant support and training needs and addressing these with your line manager.
* Identify and implement your own Continuing Professional Development programme in agreement with your line manager.
* Understand, promote, keep up to date and comply with all policies and procedures and guidelines of the organisation.
* Undertake any other tasks, duties or projects which may arise from time to time and as directed by your line manager.
* We would expect the post holder to have excellent communication skills and the ability to inspire and organise people.
* To perform other duties as may be necessary for the development of other services and the requirements of the changing policy.

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.