

Job Description

Job Title	Healthcare Assistant
Salary Band	Band 3
Division/Service Line	Children's Services
Department	Child and Adolescent Mental Health Service (CAMHS) Inpatient Unit

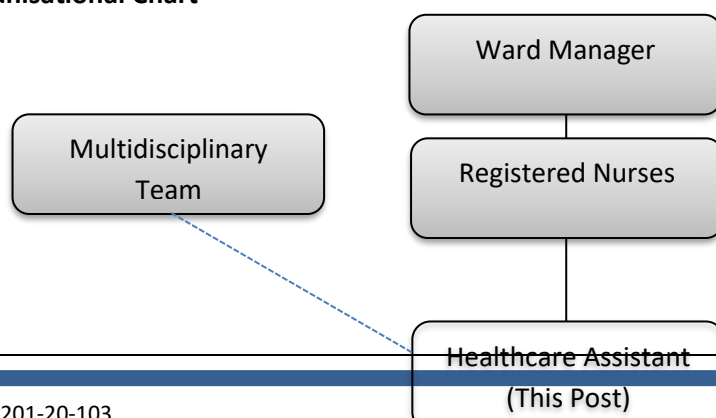
Job Overview

This post is primarily focussed upon working within the CAMHS adolescent in-patient unit, but will also involve working closely with the Cornwall and Isles of Scilly community CAMHS team, including working with young people who are attending the day-patient facility, to ensure a seamless whole service approach. The role of Healthcare Assistant involves working a rotational shift pattern, including day and night shifts, weekends and bank holidays as required.

The role of the Health Care Assistant includes supporting the multidisciplinary team's assessment, planning and delivery of care needs of young people who have been admitted to the adolescent in- patient mental health unit. The role includes carrying out assigned tasks involving direct care under the direct or indirect supervision of a registered nurse. This may involve working on a one-to-one basis with young people to maintain their safety.

As part of a team, and under direct or indirect supervision, the Health Care Assistant will provide high quality mental and physical health care to young people who are experiencing mental health difficulties and their families. The Health Care Assistant will also assist in service and best practice developments, contributing to the evaluation of programmes of care by reporting to the clinical supervisor, registered nurse or other members of the multidisciplinary team as appropriate.

Organisational Chart



Message from the Young People

We are passionate about involving service receivers in our recruitment process. After consultation from the members of the CAMHS Young People's Board we would like to attract candidates that demonstrate:

- passion and enthusiasm for working with children and young people
- a sense of humour and a warm personality
- the ability to make us feel safe, comfortable and relaxed
- willingness to help us and not give up on us and should be kind, respectful, accepting and non-judgemental

Duties and Responsibilities

Communication and Working Relationships

- Internal: Multi-disciplinary Team, Service Users, Carers, Support Services Staff, other inpatient units and all departments within CFT
- External: General Practitioners, Children's Social Care, Statutory Services and Voluntary Sector Agencies

Management and Personal Development

- To adhere to, be guided by, and facilitate the objectives of the Trust's Nursing Strategy
- Take responsibility for maintaining knowledge of local and national initiatives
- To receive regular management and clinical supervision from an appropriate source
- To identify areas for personal development to improve and enhance knowledge and skills
- To have an awareness of own limitations and have a willingness to seek assistance when required
- To maintain confidentiality of patient information
- To handle service users' property and money in accordance with Trust policies

Clinical Activities

- To be able to communicate kindly and calmly using verbal and non-verbal communication with clients and their families who may be very distressed or suffering from a mental disorder
- To collaborate in the delivery of healthcare with young people who are in-patients, and with members of the multidisciplinary team
- To meet the needs of the young people and their families through collaborative working with a named nurse and ward team
- To demonstrate anti-discriminatory practice in all aspects of work
- To assist in ensuring that the young person's psychological, physical, spiritual and diversity needs are met
- To escort young people to social, domestic and clinical settings
- To provide outreach support to young people who are on leave or attending day patient facility

- To report to qualified staff any untoward incidents and take immediate appropriate action to ensure wellbeing and safety of patients, relatives and carers
- To report to qualified staff progress of young people who are in-patients and any variance/change in the young person's conditions/circumstances that would indicate a need for a change in the programme of care
- Provide direct patient physical care on a daily basis
- To participate in therapeutic activities on an individual or group basis
- To contribute to safeguarding children who are at risk or a child in need of protection, and to actively seek supervision or guidance from qualified staff when safeguarding concerns or suspicions are identified
- To work within all CFT policies, procedures and guidelines
- To be flexible in working patterns to meet the needs of Adult wards in the Trust and to also to participate in both day and overnight working in Children's inpatient wards as required for Emergency cover

Strategic Development, Planning and Organising

- To liaise with relatives and carers and other agencies as agreed
- Contribute to best practice initiatives taking place on the in-patient unit and across community CAMHS

Administrative

- To maintain high standards of accurate clinical record keeping including electronic data entry and recording in accordance with Trust policies and procedures
- To maintain the safe storage and confidentiality of client notes and records at all times

General

- The role of Health Care Assistant will involve shift working, including night-time, weekend and bank holidays as required
- To work within the in-patient unit, and also other community bases within Cornwall as required
- Any other duties commensurate with the post holder's grade as agreed with their line manager

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under

review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.



Person Specification

Job Title	Healthcare Assistant
Salary Band	Band 3
Division/Service Line	Children's Services
Department	Child and Adolescent Mental Health Service (CAMHS) Inpatient Unit

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
NVQ 3 in Health and Social Care or willingness to undertake training	✓	
Specific training associated with this service user group		✓
<i>Skills and Aptitude</i>		
Caring attitude and ability to develop therapeutic relationships with young people and their families	✓	
Good listening and interpersonal skills, and ability to develop empathy with young people who are experiencing severe mental health problems and their families	✓	
Ability to develop good working relationships with colleagues and others	✓	
Willingness to undertake training provided by the Trust	✓	
Previous knowledge and experience of working in a care environment	✓	
Previous knowledge and experience with working with individuals with complex mental health or social needs		✓
Good written communication skills	✓	
Ability to use information technology, or willingness to learn	✓	
<i>Knowledge and abilities</i>		
Experience and knowledge of working with children and/or adolescents with mental health problems and their families		✓
Experience of working in an in-patient adolescent mental health setting		✓
Experience of working in a multi-disciplinary clinical team		✓
<i>Other</i>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	

Occupational health clearance satisfactory to the Trust	✓	
---	---	--