

# PROGRESS *your* CAREER



## MHST Team Lead Band 7

**Job Description and Person Specification**

## Job Description

**JOB TITLE:** MHST Team Lead  
**BAND:** Band 7  
**RESPONSIBLE TO:** MHST Operational Manager  
**KEY RELATIONSHIPS:**

Internal	External
MHST Supervisors MHST Education Settings Corporate Services SETCAMHS Teams SPA	MHST Education Settings Local Emotional Wellbeing Services

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

### The post holder will achieve this by:

The post-holder will be a post-graduate qualified psychological practitioner (e.g. psychologist, family therapist, child and adolescent psychotherapist) or graduate qualified health care professional (e.g. nurse, social worker, occupational therapist), fully registered with the appropriate professional or regulatory body (e.g. HCPC, NMC).

The post-holder will provide operational and clinical leadership within the MHST and will support the clinicians working in the MHST's to undertake their roles effectively. They will be responsible for the day to day running of their allocated area and ensuring good standards of governance are adhered to.

They will ensure that a high quality, timely, accessible and evidence-based service is available to all service users who need it and who use the MHST.

The post-holder will establish and maintain excellent working relationships with wider mental health and wellbeing services and ensure adherence to evidence based treatments by all clinical staff within the MHST.

The post-holder will be directly involved in delivering a range of therapeutic interventions as part of a MHST intervention. They will be an effective MHST team leader working on their own initiative.

### Key Responsibilities:

1. To provide an efficient, effective, comprehensive and specialist MHST experience for children and adolescents with emotional and mental health problems, their carers/parents and families
2. To contribute to multi-disciplinary assessment and treatment of children and adolescents with emotional and mental health problems, their carers/parents and families
3. To undertake a range of generic clinical work, guided self help, targeted group work and workshops under Whole School Approach.
4. To provide consultation on MHST cases to EMHP's/CWP's and lead by example in promoting the NELFT 5p's
5. To contribute to audit and research.
6. To monitor and guide the team in ensuring we meet safety benchmarks set by NELFT and the CQC, as well as ensuring delivery of interventions are carried out in line with NICE, guidance with Routine Outcome measures to monitor efficacy of intervention.
7. To support Operational Leads with day to day running of the service.

### Clinical Skills

1. To act as an autonomous professional fully registered with the appropriate professional regulatory body (e.g. HCPC, NMC).
2. To use an expert clinical understanding in assessment and treatment of Young People and their families who access the MHST's
3. To work alongside other colleagues in CYPMHS/YPWS and community Wellbeing services in order to provide seamless care.
4. To provide therapeutic interventions with due regard to issues of cultural, racial and religious difference and sexual orientation
5. To maintain continuing professional development in line with national MHST guidance.
6. To undertake group or individual work with parents/carers/networks of referred children and young people and as part of Whole School Approach.
7. To utilise theory, literature and research to support evidence-based practice in individual and group work and work with other professionals.

## Leadership

1. The post-holder will provide operational and clinical leadership within the MHST and will support the other clinicians within the MHST. They will be responsible for ensuring their named area is meeting operational and clinical targets and seeking support from senior staff when targets are not being met.
2. The post-holder will line manage clinical staff within the MHST but will not hold a budget.
3. To actively promote the core functions of MHST alongside the IAPT Principles.
4. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict
5. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines
6. To participate in the audit process, linking in with the clinical governance agenda
7. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews
8. They will ensure that a high quality, timely, accessible and evidence-based service is available to all service users who need it and who use the MHST.

## Administration

- To be computer literate.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.
- To ensure accurate recording and updating of patients' records, including risk information, maintaining confidentiality at all times
- To ensure electronic outcome monitoring is completed for patients' treatment
- To complete mandatory on-line training associated with the post
- To take part, and assist, in the planning and administration relating to day to day running of the caseload and meeting of KPI's
- To be able to support other team members to understand and navigate recording systems such as Rio/System One, Steps and ICAN.

## Communication

1. To have a wide range of knowledge in specialist clinical approaches to communicating and managing patient care
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust
3. To be able to communicate patient related information facilitating positive outcomes and ensuring collaborative working
4. To participate in the review and development of clinical policies and identify improvements to service provision
5. To provide reports on children and young people for parents, referrers and for other outside agencies, including Social Services and Education Services which describe assessment outcomes in accessible terms and formulate care plans
6. To participate in clinical discussions both within the team and within the MHST role in Schools or Education settings.
7. To be able to present at different events internally and externally about the role of the MHST and the clinical tasks undertaken by the service.
8. To be able to represent NELFT positively when working in the community.

## Training

1. To contribute to the training experience of trainee therapists and students from other disciplines on placement, as appropriate
2. To support clinical supervision and team discussions to monitor and improve practice.
3. To support new staff and their integration within the team
4. To be responsible for contributing to the academic and clinical teaching programmes within MHST
5. To ensure own continued professional development to maintain the highest professional

standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and service managers

6. To maintain up to date knowledge of legislation, national and local NHS, Social Care and Education policies and issues of relevance to the patient group, particularly safeguarding policies and procedures and NICE guidelines
7. To undertake mandatory training and workshops
8. To receive regular clinical and service related supervision from an appropriate professional within NELFT
9. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the mental health needs of the local population and related to Trust strategy

### **Additional Information**

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).



### Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: March 24

Date to be reviewed: March 25

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>• Putting people first</li> <li>• Prioritising quality</li> <li>• Being progressive, innovative, and continually improve</li> <li>• Being professional and honest</li> <li>• Promoting what is possible, independence, opportunity, and choice</li> </ul>	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
Successful completion of a graduate training (e.g. nursing, social work, occupational therapy, clinical psychology) with appropriate registration.	✓		Application Form
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form
Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes (e.g. CYP-IAPT training)	✓		Application Form
To be eligible for	✓		Application Form



registration as a full member of the appropriate professional body (e.g. HCPC, NMC) where appropriate			
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Experience	Essential	Desirable	Measurement
Experience of working with children/young people with Mental Health or Learning Disability's	✓		Application Form
Experience of working with children and adolescents with co- morbid difficulties and special needs. (i.e. combination of organic and emotional deficits, such as autistic spectrum disorders and trauma)	✓		Interview
Experience of working therapeutically with parents/carers/families of children and young people with mental health problems	✓		Interview
Experience of using observation (eg. In school contexts) to contribute to assessments of children	✓		Interview
Experience of carrying out generic assessment with other	✓		Interview

colleagues in the multi-disciplinary team			
Experience of specialist assessment carried out autonomously in order to determine the most appropriate treatment plan from a range of options for the child/young person	✓		Interview
Experience of providing specialist, evidence based individual interventions with a wide variety of children and young people, from 3 to 19 years old	✓		Interview Application Form
Experience of initiating, organising, and planning inter-agency meetings or Training Sessions	✓		Interview Application Form
Experience of providing professional teaching and training for other professionals working with the client group within the service and within related agencies	✓		Interview Application Form
Experience of providing clinical interventions in different cultural contexts	✓		Interview Application Form

Knowledge	Essential	Desirable	Measurement
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview
High level knowledge of the theory and practice of short term and long term in clinical interventions in CAMHS		✓	Interview
Knowledge of legislation in relation to children and adolescents and safeguarding procedures and policies	✓		Interview Application Form
Knowledge of NHS, Social Care and Education structures, national policies and frameworks, evidence based practice including NICE guidelines	✓		Interview Application Form
Knowledge of risk management and ability to monitor and assess risk and act accordingly to ensure safety	✓		Interview Application Form
Knowledge of research methodology and outcome research methodology and outcome research design and ability to critically interpret research findings	✓		Interview Application Form
Knowledge of electronic record	✓		Interview

systems, e.g. Rio and Systmone			Application Form
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Skills	Essential	Desirable	Measurement
Basic awareness of IT and IT skills	✓		Application Form
Ability to communicate clearly and effectively highly complex and sensitive matters to service users, families, and other professionals.	✓		Interview Application Form
Feel confident in applying policy to practice and monitoring compliance.	✓		Interview Application Form
Good power point presentation skills, as well as good engagement skills for work with stakeholders, service users or staff groups.	✓		Interview Application Form
Ability to tolerate anxiety without recourse to premature action whilst, appreciating the role of the supervisor	✓		Interview Application Form
Capacity to work alone, involving colleagues and manager as relevant	✓		Interview Application Form
Capacity to write clear	✓		Interview

records and observe policies, procedures and guidelines			Application Form
Ability to plan and organise own workload and time	✓		Interview Application Form
Ability to use outcome monitoring across all clinical work	✓		Interview Application Form

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
To be able to work within the Professional Code of Conduct and Ethics	✓		Application Form
To be able to work autonomously within the overall framework of the Trust's policies and procedures	✓		Interview Application Form
Able to form good working relationships with others in multi-disciplinary and inter-agency settings	✓		Interview Application Form
To be able to travel efficiently throughout the area	✓		Interview Application Form
Evidence of personal resilience and aptitude for dealing with	✓		Interview Application Form

challenging, potentially distressing and highly emotional clinical work			
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