

## Job Description

<b>Job Title:</b>	Co-occurring conditions Care Coordinator
<b>Band:</b>	Band 6
<b>Responsible to:</b>	Team Manager
<b>Department:</b>	Locality Team
<b>Directorate:</b>	CPFT

## Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

## Job Purpose

The role of co-occurring conditions Community Care co-ordinator is to work in partnership with service users who are experiencing both mental health and substance use issues, developing service user care plans and recovery plans to enable them to lead fulfilling lives. The post holder will demonstrate an understanding of clinical interventions relevant to the locality teams protocols to include assessments, harm minimisation,, motivational interviewing, psycho-education, risk management, relevant aspects of social inclusion, recovery, care plans and discharge planning, working closely with the local drug and alcohol services, carers, families and partner agencies to facilitate this. The post holder will work at all times to promote the safety and the well being of service users and their families/carers. The post holder will assess, plan and implement care, and provide specialist harm minimisation and reduction of substance use advice and carry out specialist clinical skills and procedures. They will

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provide clinical supervision to staff and students. The post holder will ensure that the locality NICE interventions and ethos are adhered to.  
The post holder will promote a positive culture of integrated working with substance misuse services for service users, carers and family.

### **Key Responsibilities**

The post holder will be an autonomous practitioner who will carry continuing responsibility for a defined caseload of service users by undertaking the following duties:

1. To undertake assessment and treatment of individuals and their families/carers accessing the service with complex mental health presentations, including those service users presenting with unhealthy alcohol and/ or substance use including those with higher levels of risk.
2. To use evidence based evaluation tools for alcohol use assessments (AUDIT, SADQ)
3. To use alcohol and drug diaries to support harm minimisation and reduction of substance use as part of the service users care plan
4. To develop alongside the service user, their care plan.
5. To offer specialist professional assessment and advice where required.
6. To assess and manage on going risks as identified during the assessment, ensuring that this is done in collaboration with the service user and carers.
7. To regularly review risk factors and make change to the management of them as necessary.
8. To work using assertive outreach approaches to engage the service user and their families.
9. To refer to and liaise with specialist drug and alcohol services .
10. To ensure an inclusive and trauma aware approach with the service user, carers and family
11. To ensure that clinical practice is evidence based and consistent with relevant NICE guidelines and Trust policies and procedures.
12. To provide supervision of junior staff and trainees where appropriate.

### **Clinical**

1. To be a core member of the team, using specialist health assessments.
2. To provide a highly specialised range of clinical interventions relevant to those presenting with severe psychotic or affective symptoms and have knowledge of evidence based models of practice.
3. Care will be delivered under a designated model of care planning with the professional clinician taking on the role of caseload management .
4. To specifically manage a caseload of clients with co-occurring conditions and complex health needs.
5. To work in partnership with the individual service user and their families and carers as appropriate to ensure the delivery of the care plan, and to enable the development of a plan to facilitate their safety, promote their well being and support their independence and inclusion in the community.

6. To carry out comprehensive assessments of clients needs to ensure a whole person approach, involving others in assessment as necessary.
7. To develop care plans that meet the needs of the individual and their family/carers as appropriate and that are focused on strengths and are outcome based.
8. To work using outreach approaches to engage the service user and their families for those at high risk.
9. To plan and implement client centred individual, family and group interventions, using graded activity to achieve therapeutic goals.
10. To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
11. To engage in undertaking designated clinical outcome measures.
12. Implementation of all relevant policies and procedures.
13. To work with a positive attitude and approach with co-occurring conditions service users.
14. To discuss with the service user and when appropriate, with their carers, their health problems and how they see and understand them, facilitating a process of developing their understanding and maintaining their hope for the future.
15. To promote the empowerment of individual service users to manage their health as much as possible .
16. To work with carers and family members, signposting for carers assessments and providing support and information to them as indicated.. Advising them about the triggers around risk factors relating to the service user, within the boundaries of confidentiality.
17. To monitor; risk, progress and where necessary compliance including the service users views to their care and treatment and when appropriate to work in partnership with the service users family and carers and local drug and alcohol services
18. To work closely and in partnership with colleagues within the Trust in a collaborative way, ensuring that decisions are made that ensure the best care for service users and that there is a seamless pathway.
19. To develop professional networks and keep abreast of local resources; third sector partners, primary care, housing, education, social care and other statutory organisations in order to ensure that the service user is able to navigate the full health and social care system.
20. To establish robust communication networks with clients' carers and other health workers and agencies.
21. To promote awareness of the professional role within the team and across the service.
22. To demonstrate effective communication skills with people in an age appropriate way and those whose understanding may be impaired.
23. Communicate effectively with junior staff on a timely basis ensuring systems exist so that staff, are informed.
24. To apply highly specialist skills and knowledge in order to establish professional competence and fitness to practice.
25. To demonstrate on going personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.

## **Research & Service Evaluation**

1. To participate in research and/or audit projects relevant to the service area, disseminating findings at local level.
2. To broaden research and development skills through participation in local audit and research projects.
3. To participate in the operational planning, implementation of policy and service development within the team, leading on delegated projects.
4. To use research in practice and developing research work from ones own practice.

## **Information Technology**

Basic information technology skills

## **Training & Development**

1. To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
2. To participate in the Trust's annual Appraisal process.
3. To attend all relevant mandatory training as and when required to do so.

## **Quality & Patient Safety**

1. Protection of Children & adults at risk of abuse – To promote and safeguard the welfare of children, young people and adults at risk of abuse.
2. Implementation of NICE guidance and other statutory / best practice guidelines (if appropriate).
3. Infection Control - To be responsible for the prevention and control of infection.
4. Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
5. To contribute to the identification, management and reduction of risk in the area of responsibility.
6. To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
7. To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
8. To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## **General**

1. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
2. To comply with the Professional Codes of Conduct if applicable and to be aware of changes in these.
3. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
4. To ensure that all duties are carried out to the highest standard, and in accordance with currently quality initiatives within the work area.

5. To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
6. To comply at all times with the Trust's Information Governance related policies. Staff are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
2. Advance equality of opportunity between people who share a protected characteristic and those who do not.
3. Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### **To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

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<b>Department:</b>	Locality Team

Criteria	Essential	Desirable
Education / Qualifications	<ol style="list-style-type: none"> <li>1. Registered Nurse with current registration [mental health/LD/Adult], appropriate to the job role <b>OR</b>,</li> <li>2. Registered Social Worker <b>OR</b>,</li> <li>3. Registered OT. <b>OR</b></li> <li>4. Educated to a degree level relevant to the work area or equivalent substantial working experience with the designated client group</li> <li>5. Experience of working in a clinical drug and alcohol service</li> <li>6. Evidence of continuous professional development to include evidence based brief interventions; motivational interviewing and harm minimisation training</li> </ol>	Teaching/ cert, psychology degree level
Experience	<ol style="list-style-type: none"> <li>1. Significant post qualifying experience in working with those presenting with serious mental illness and substance use</li> <li>2. Experience of working alongside people with complex mental health problems in the designated care group.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lived experience of mental health issues.</li> <li>2. Lived experience of co-occurring conditions</li> </ol>

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	<p>3. Experience of working within a multi disciplinary team</p> <p>4.. Experience of supervising staff.</p> <p>5.. Experience of managing a caseload.</p> <p>6. Experience of providing a range of clinical interventions to people in the designated care group with a variety of health problems.</p> <p>7. Experience of working consultatively with professionals.</p> <p>8. Experience of conducting clinical assessments including risk assessments.</p> <p>9. Experience and knowledge of co-occurring conditions substance use.</p> <p>10. Experience of partnership working within and across various statutory and non statutory teams and agencies.</p> <p>11. Understanding of clinical governance.</p> <p>12. Previous experience of working in the community.</p> <p>13. Contribute to the implementation of services.</p>	
Skills & Abilities/ Knowledge/ Understanding	<p>1. Excellent written and oral communication skills.</p> <p>2. Ability to communicate in a clear and unambiguous way.</p> <p>3. Excellent negotiation and conflict resolution skills.</p> <p>4. Ability to develop effective professional relationships with others.</p> <p>5. Ability to develop good therapeutic relationships.</p> <p>6. Develop own skills and knowledge and provide information to others to help their development.</p>	

	<p>7. Participate in Partnership working with individuals, groups, communities and agencies.</p> <p>8. Promote people's equality, diversity and human rights.</p> <p>19. Analytical &amp; Judgement skills:</p> <p>10. Skills of assessing and interpreting service user conditions with appropriate actions.</p> <p>11. Ability to work in partnership with key stakeholders.</p> <p>12. Plan and organise complex activities or programmes requiring formulation and review.</p> <p>13. Assessment, planning and intervention skills.</p> <p>14. Provision of specialist professional advice in relation to care.</p> <p>15. IT literacy and willingness to take on new technology.</p> <p>16. Able to use Word, PowerPoint, clinical systems, email and /or willingness to learn.</p> <p>17. The ability to multi task and mental adaptation to different unpredictable situations.</p>	
Physical Requirements	<p>1. Ability to use manual handling techniques.</p> <p>2. Energy to work with younger and older people.</p> <p>3. Monitor and maintain the health and safety of self and others in the working area.</p> <p>4. Required to use a PC.</p>	
Other	<p>1. Demonstrate support for the values and beliefs of the Care Group and those of the Trust.</p> <p>2. Demonstrate an understanding of the practices of</p>	



	Human Rights in the delivery of this role. 3. Team working. 4. Ability to drive. 5. Punctual and flexible across hours of work when required.	
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.