

<b>Job Title:</b>	Triage and Assessment Practitioner	
<b>Grade :</b>	D	
<b>Reports To:</b>	Clinical Team Leader	

**Service Overview**

Compass works with children and young people aged 9 – 19 (and up to 25 for those with special educational needs or disabilities) who may benefit from receiving early help and prevention work in relation to mild to moderate emotional wellbeing and mental health issues. Our dedicated team help young people to make sustainable lifestyle changes that will improve their long-term health, resilience and emotional wellbeing, reduce risk to themselves and others and equip them to reach their potential.

Practitioners deliver time limited structured one-to-one interventions to children and young people and will also facilitate appropriate step up referrals into specialist services and/or step down to universal provision. Part of the Compass service will be dedicated to supporting school staff to improve their confidence and competence in recognising their pupil/student’s emotional wellbeing needs and supporting them with these needs. The service will deliver training to school staff and provide professional consultation on these matters.

**Service Structure**

The staffing structure is made up of an integrated skill mix team.

These roles include Supervising Practitioners, Trainee/Qualified Education Mental Health Practitioners and specialist technical roles with staff coming from a wide range of professional backgrounds.

The Service Manager is supported by Team Leaders and a Senior Administrator who provide oversight and local leadership to the skill mix team.

**Purpose of the Role**

Working as part of the wider team, the Triage and Assessment Practitioner will be responsible for conducting the triage of referrals into service, ensuring referrals are appropriate for COMPASS GO... intervention and support. The practitioner will complete high quality, holistic assessments of need with the purpose of identifying the most appropriate pathway of intervention for the children and young people that are referred into the service seeking support. The role involves leading on assessments with children, young people and their families and regular contact with

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professionals and other key stakeholders to support decision making.

The practitioner will support the day to day cover of the Triage and Assessment rota, including liaising with the wider team to ensure all assessment appointments are allocated and delivered effectively to children, young people and families and will play a role in reviewing and developing the assessment pathways and processes to ensure triage and assessment is delivered as effectively and efficiently as possible – providing the best possible journey into the service for children and young people.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Service Delivery**

- 1.1 Triage referrals as they are received into service, to ensure referrals are appropriate for the service
- 1.2 Carry out comprehensive assessments to identify and prioritise needs, identifying the most appropriate intervention to best meet an individual's needs.
- 1.3 Provide signposting and information where appropriate and identify appropriate treatment pathways for CYPs
- 1.4 Develop relationships and share information pertaining to an individual's care and support with families, parents and carers.
- 1.5 Regular communication with professionals who refer into the service to ensure referrers remain up to date with the progress of their referral.
- 1.6 Work as part of a multi agency team to discuss referrals and relevant referral pathways
- 1.7 Work with the local Leadership Team to ensure clear process between the Admin Team and Assessment rota.
- 1.8 Support Team Leader to implement and monitor assessment rota, ensuring all assessment appointments are delivered as expected
- 1.9 Contribute to the development of ideas and innovative practice and propose changes to protocols and procedures within the service.
- 1.10 Actively contribute where appropriate in line with role and responsibilities to safeguarding
- 1.11 Maintain accurate records of all contacts ensuring timely input into the Client Information System.
- 1.12 Participate in audits as required by Clinical Team Leader and/or Service Manager
- 1.13 Ensure all activity undertaken on behalf of Compass is carried out in a way that prioritises the need to safeguard children and adults in line with role and competency level and Compass policy and procedure.
- 1.14 Contribute to supporting and managing waiting lists.

### **2. Developing Effective Relationships**

2.1 Establish positive relationships with children, young people and parents to support positive engagement with the service from the point of referral

2.2 Establish and maintain positive relationships with key stakeholders, working collaboratively to

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develop robust referral pathways

2.3 Be an active member of the team and reflect Compass' values.

2.4 Actively work towards developing and sustaining effective working relationships with partner agencies in accordance with Joint Working Agreements/Service Level Agreements.

2.5 Take ownership and actively contribute to the development of sustainable partnerships, care pathways and shared expertise to promote effective information sharing.

### **3 Managing Self**

3.1 Prioritise own workload within agreed objectives using initiative.

3.2 Participate in regular supervision in accordance with professional guidelines.

3.3 Take responsibility for own learning and professional development in line with Compass' Learning and Development framework and guidelines for professional practice.

3.4 Participate in the Compass performance review process and respond to agreed objectives.

3.5 Take responsibility for own and others' health and safety in the working environment.

3.6 Ensure that confidentiality is upheld at all times in line with Compass policy.

3.7 Ensure safeguarding responsibilities are delivered in line with role and competency level.

3.8 Work in accordance with Caldicott Principles and Data Protection principles and adhere to all relevant Compass policy and procedure.

3.9 Maintain accurate records in line with the Compass policies and procedures.

#### **In addition to these functions the post holder is expected to:**

Carry out other duties as may be reasonably expected in accordance with the responsibilities/competency level of the post.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Qualification in mental health or working with children &amp; young people such as Diploma in Youth Work, Diploma in Social Work, Psychology degree, accredited counselling</p> <p>One year's relevant post qualification experience</p>	<p>Therapeutic post graduate qualification (ideally in low intensity CBT)</p>
<b>Knowledge &amp; Experience</b>	<p>Experience of delivering comprehensive, holistic assessment of need for children and young people</p> <p>Experience of: Working with vulnerable groups</p> <p>Inter-agency and multi-disciplinary working</p> <p>Risk assessment and management in the delivery of clinical services (including safeguarding)</p> <p>Strong knowledge of safeguarding 'Working Together' 'Intercollegiate' and safeguarding children/adults guidance and legislation</p> <p>Knowledge and experience of Confidentiality and consent and Gillick competency and mental capacity</p>	<p>Experience of CBT informed practice.</p> <p>Experience of organising team duties</p> <p>Knowledge of Developmental needs of children and young people</p> <p>Understanding of Evidence based practice</p> <p>Understand the need for evidence and statistical data collection, and achieving targets</p>
<b>Skills &amp; Aptitude</b>	<ul style="list-style-type: none"> <li>• Recognition and escalation of risk, contributing to control measures</li> <li>• Planning workload, time management</li> <li>• Work under pressure and able to manage changing priorities</li> <li>• IT skills</li> <li>• Team player and a dynamic personality</li> <li>• Multi-agency/disciplinary working</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Excellent communication skills and able to relate to CYPFs</li> <li>• Innovative practice and ability to influence others</li> <li>• Positive attitude; flexible and adaptable; solution focused; and tenacious.</li> <li>• Has a strong degree of personal integrity</li> </ul> <p>Recognise and escalate safeguarding concerns thereby contributing to risk management</p>	
<p><b>Other</b></p>	<p>Able to occasionally travel across district and, if required, across North East Lincolnshire</p> <p>Able to work a flexible work pattern as service requires, including some evenings</p> <p>Holds a full UK driving license and access to a vehicle</p> <p>Enhanced DBS check</p>	

## Compass values

The post holder must demonstrate all Compass values:

- Integrity: An unstinting commitment to honesty and openness in all our activities.
- Valuing Each Individual: Respecting the needs of each person and helping them gain greater control of their life.
- Being Solution Focused: Responding quickly and flexibly to current and emerging needs.
- Consistent & Reliable Approach: Always delivering on our commitments.

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## **Safeguarding**

The post holder must demonstrate and share our commitment to safeguarding by working proactively to safeguard and promote the welfare of children, young people and vulnerable adults.

## **DBS checks**

DBS checks will be undertaken and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

## **Equality, Diversity and Inclusion (EDI)**

We know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We expect all those employed or who volunteer to share our commitment.

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