



Post: Mental Health Practitioner

The firm

1. Founded in 1929 TV Edwards LLP has experienced rapid growth since 2008 and we are now one of the largest legal aid firms in the country. We also have an expanding private client base.
2. The firm has London offices in Whitechapel, Tottenham, Clapham, Deptford.
3. We are committed to providing a high quality service to all our clients whether legally-aided or privately paying.
4. We are listed in both the Chambers' Guide to the Legal Profession 2016 (with five of our solicitors listed as leaders in their field) and Legal 500.
5. Please see our web site www.tvedwards.com for further information in relation to our areas of practice and the profiles of our staff.

The Mental Health Department

The Mental Health department is based at our offices in Whitechapel. There is currently 1 member partner, 2 assistant solicitors and 3 consultant solicitors.

We have a strong commitment to training our staff. We deliver regular internal training courses for staff of all levels of experience.

Role

TV Edwards LLP seeks to appoint a full time mental health practitioner to join the Whitechapel team. Appointment is subject to a six month probation period which may be extended at the discretion of member partners.

An induction programme will be provided which will introduce you to office systems and our computerized case management system.

Description of role

1. You will be responsible, under supervision, for your own caseload. This will involve taking initial instructions to completion of the case.
2. You will see clients both at hospitals and at our offices including any of our branch offices listed on the website.
3. You will be expected to represent clients at Mental Health Tribunals, Managers' hearings and where appropriate CPA/s117 discharge meetings.
4. We expect all members of the team to assist other members including representation on their cases at short notice due to sickness/holiday/clash of hearing dates where applicable
5. We expect all members of staff to work efficiently to ensure the continued profitability of the firm.
6. According to your experience or under supervision, you may be asked to under Court of Protection of county court work under our contract.

Person specification

Essential Characteristics

- Membership of the Law Society's Mental Health Accreditation panel
- 0 – 3 yrs PQE as a solicitor or similar experience as a paralegal.
- Ability to communicate effectively with the firm's client group.
- Excellent written communication skills
- Ability to prioritise and work efficiently under pressure
- Problem solving ability
- Good IT skills and experience of working within a case management environment.

The application process

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process.

Applications must be on our firm application form.

The application form together with completed equality monitoring questionnaire must be returned to Christine Woolfenden, HR Manager, at our Mile End office. Please email to Christine.woolfenden@tvedwards.com

We will require references from two separate referees before an offer of employment can be confirmed.

Terms and conditions

- Your starting salary will be by negotiation.
- You will be entitled to 23 days annual leave.
- TV Edwards operate a workplace pension scheme.
- The firm offers family friendly policies for example, child care voucher scheme.
- TV Edwards offers a performance related bonus scheme.