

JOB SUMMARY

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| Post Title | <i>Occupational Therapist</i> | | | | | | |
| Job Family | <i>Service Delivery</i> | Pay Range | <i>10</i> | Line Manager to others? | No | Role profile ref | <i>SD10</i> |
| Service Area | <i>ASC and Housing</i> | | | | | | |
| Line Manager | <i>Community Occupational Therapy Team Lead</i> | | | | | | |
| Location | <i>Community Occupational Therapy</i> | | | | | | |

Job Purpose

As a qualified Occupational Therapist, your role would be to promote, enable and support independence and maintain health and wellbeing through prevention, enabling independence, environmental design and adaptation and person-centred approaches to practice. Working to the ethos of the individual gaining the right care and the right time in the right place.

To directly provide a professional and specialist front line service to customers, clients, or colleagues.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To work alongside people with a wide range of disabilities including physical, learning, and mental health, supporting therapeutic intervention to maximise functional ability, to enable the person to achieve optimum control of their lives, reduce dependency and increase independence.
- To participate in triage of referrals that come into the service to establish eligibility for the service under Care Act, gaining an understanding of risk to help prioritise the referral and signpost where appropriate.
- To make individual home visits to assess people's needs in accordance with current legislation and anti-discriminatory practice, promoting a strengths-based approach and ensuring demonstrable person-centred outcomes.
- To be responsible for supporting mental capacity assessments and/or best interest decisions, subject to legal and ethical parameters.
- To be aware of and to act on identified issues of Adult and Child Safeguarding in line with directorate policies and procedures and to seek support where appropriate.
- To provide equipment to assist with daily living and to be proficient in the instruction and demonstration of the equipment to clients and carers to enable them to achieve maximum functional independence.
- To work as part of the team in responding to urgent referrals that require Occupational Therapy intervention to reduce the risk to client and carers, liaising with colleagues and other agencies to ensure safe and appropriate outcomes for clients.
- To be aware of and assess for number of carers needed to complete safe moving and handling with the client, liaising closely with colleagues in Social Care to ensure the client receives a care package that meets their needs.
- To recommend and advise on the provision of minor adaptations through to major adaptations to clients' homes across public and private sector housing, liaising with other agencies to facilitate this work and applying Disabled Facilities Grant legislation where required.
- To undertake specialist moving and handling risk assessments, advising staff, clients and carers on techniques, equipment, and methods of reducing risks.
- To be responsible to the designated professional supervisor for the professional standards of casework, participating in regular supervision. The post holder will ensure the communicate all issues of major importance or concern to their line manager.
- To be able to organise a workload effectively and deal with the stress involved in managing an unpredictable caseload.
- To communicate effectively with clients and colleagues, to maintain written and electronic records in accordance with HCPC and Directorate policies and to be aware of the Directorate's 'Access to Records' policy.

Knowledge, Skills and Experience

| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
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| Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups. | <i>Ability to apply Evidence Based Practice to a range of clients and a working knowledge of the Care Act</i> | * | |
| | <i>Experience of supervising and mentoring junior colleagues, ensuring best practice is completed according to requirements of RCOT and HCPC.</i> | | * |
| Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines. | <i>*Substantial practical experience working in an Occupational Therapist role including moving and handling assessments and applying for Disabled facilities Grants.</i> | * | |
| | <i>Previous experience of working in the community</i> | | * |
| Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others. | <i>Ability to advocate for the client where appropriate.</i> | * | |
| | <i>Ability to communicate verbally with clients and colleagues.</i> | * | |
| Good ICT skills including use of Microsoft applications and specialist systems. | <i>Appropriate level of computer literacy and keyboard skills</i> | | * |
| Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. | <i>Ability to liaise successfully with colleagues in other sectors, health service and private and voluntary organisations.</i> | * | |
| | <i>Applied knowledge of the Care Act and Occupational Therapy intervention within this.</i> | * | |
| | <i>A commitment to maintaining professional standards and good working practices.</i> | * | |
| | <i>Applied knowledge of the legislative framework within which Occupational Therapists work.</i> | * | |
| Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved. | <i>Ability to manage a demanding caseload and respond flexibly to service demands.</i> | * | |
| | <i>Ability to determine priorities and allocate work appropriately.</i> | * | |
| | <i>Ability to work under pressure. Demonstrate high quality organisational skills.</i> | * | |
| | <i>Demonstrate experience of supervising staff</i> | | * |
| Research, investigation and analysis skills. | <i>An ability to solve environmental problems within the client's home and an ability to do practical problem solving.</i> | * | |
| | <i>An ability to draft correspondence and reports.</i> | * | |
| Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately. | <i>An understanding of the need to work within available departmental resources and overall budgetary limits.</i> | * | |
| Qualifications | | | |
| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
| May require relevant certifications including evidence of fluency in English language. | | * | |

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| Educated to A level standard or equivalent or equivalent experience. | | * | |
| Relevant vocational / professional qualification. | <i>Diploma of the Royal College of Occupational Therapists or BSc Occupational Therapy or any qualification recognised by W.F.O.T</i> | * | |
| | <i>Registration with Health and Care Professions Council.</i> | * | |
| Other Requirements | | | |
| <i>The duties and responsibilities highlighted in this job description may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post.</i> | | | |
| <i>The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equality Policy at a level appropriate to the job and must always carry out his/her responsibilities with due regard to the Council's Equal Equality Policy.</i> | | | |
| <i>The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.</i> | | | |
| <i>Applicants must be able to drive and have their own vehicle and a full clean driving licence with insurance that allows for use of a car at work.</i> | | | |
| <i>Enhanced DBS will be required for the job.</i> | | | |
| <i>You will be required to take part in the Out of Hours Stand-by Duty Rota as and when requested by management.</i> | | | |