



JOB DESCRIPTION

JOB TITLE:	Occupational Therapist
DIRECTORATE:	Adult Services
SECTION/DIVISION:	Older People's Services
GRADE:	BBCU8
DATE PREPARED:	May 2015
REPORTS TO:	Team Manager / Senior Practitioner

JOB PURPOSE:

To carry a workload, under the supervision and guidance of Line Manager, in a team setting.

To work under guidance within relevant legislation, to assess client's needs, identify options for meeting those needs and review outcomes within the Department's procedures, ensuring that the intervention provided is person centred.

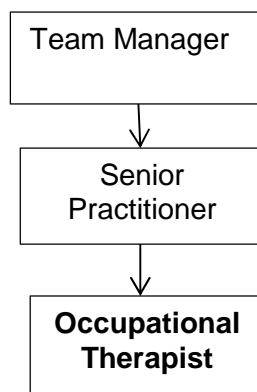
To participate as an active member of the Occupational Therapy Team and maintain effective relationships with other agencies to determine good outcomes.

MAIN DUTIES AND RESPONSIBILITIES:

- To work within the values of the Department, as expressed within the Care Act, promoting independence and wellbeing.
- To carry out assessments of client and their carer's needs.
- In discussion with the Line Manager, assist in deciding which of the range of options will be offered to the client.
- To ensure the agreed action plan is implemented in a timely manner, liaising with other agencies as required.
- To review and re-assess the needs of the client & their carer to ensure a positive outcome.
- To work under guidance, supervision and consultation with others to take overall responsibility for an allocated caseload, regularly seek feedback and where necessary access support in relation to recommendations and decision making.
- To assess for and recommend major housing adaptations in line with current legislation and local processes.
- To assess for equipment and / or minor works to promote independence and safety.
- To have knowledge of equipment available, promote its safe usage and ensure Community Equipment Service PIN is used responsibly.
- To act as the named contact for the client to contact within the Department.

- To work alone under own initiative and as part of a community based team.
- To work with clients who are terminally ill.
- To use communication, reasoning and negotiation skills to establish positive interpersonal relationships with other staff, clients and their carer's.
- To work proactively and in collaboration with staff from other agencies, such as Health, as well as service providers from within the Department or from the Private or Voluntary Sector in promoting independence and to prevent harm.
- To maintain appropriate and up to date records on work undertaken in accordance with the Departmental policy and to adhere to confidentiality and Data Protection policy and procedures.
- To have knowledge of disability and illness, which can affect clients within the community.
- To exercise good personal time management.
- To attend case conferences and meetings as required.
- To assist the team in facilitating student placements.
- To undertake any other duties of a similar level and responsibility as may be required.
- To meet the requirements of the HCPC's Standards of Proficiency for Occupational Therapy and Code of Conduct.
- To attend training courses and staff development activities, progressing continued professional development (CPD).
- To be responsible for carrying out, and compliance with Health and Safety policies and procedures, as it applies to self, other staff and users.
- To offer advice as confidence in specialist area grows.
- To ensure the requirements of the Complaints Procedure are compiled with and, if required, respond to complaints.
- To carry out duties in accordance with the Council's Departmental policies and procedures.
- To act in accordance with and carry out statutory obligations, equality duties and anti- discriminatory practice, challenging and reporting any areas of poor practice through line management.

ORGANISATION CHART





SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post

Criterion	
A	BSc or equivalent in Occupational Therapy, with current Health & Care Professions Council (HCPC) registration and evidence of Continuing Professional Development.
B	Knowledge and understanding of the values and principles underpinning working with vulnerable adults within a community setting, and an understanding of the Standards of Proficiency from HCPC.
C	Knowledge of current legislation that may affect work within the community, including the Care Act.
D	Ability to work alone and as part of a team, using own initiative and ability to be flexible.
E	Ability to manage a varied caseload, work under pressure and meet deadlines.
F	Effective communication skills (verbal and written), to adapt as appropriate to a range of audiences, including clients, their carer's and professional colleagues, and ability to write clear and concise reports.
G	Understanding of national and local priorities / initiatives and their impact on service provision.
H	Ability to be self-motivated, with good personal organisational and time management skills.
I	Able to reflect and use supervision as an effective tool.
J	Computer literate with knowledge of Word, Excel and Outlook
K	Car owner with current driving licence, or the ability to travel to sites in the Borough efficiently.

DBS Check Required (please indicate the legal reason for DBS)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other (please specify):
GCSX/PSN User	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
Work Related Travel	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the county <input checked="" type="checkbox"/> Designated car user
Health & Safety Risk Assessment (please indicate which are applicable)	<input type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input type="checkbox"/> Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles