



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Occupational Therapist
<b>DIRECTORATE:</b>	Adult Services
<b>SECTION/DIVISION:</b>	Older People's Services
<b>GRADE:</b>	BBCU10
<b>DATE PREPARED:</b>	May 2015
<b>REPORTS TO:</b>	Team Manager / Senior Practitioner

### **JOB PURPOSE:**

To carry a varied, challenging and complex workload. Regular supervision will be in accordance with the Departmental Supervision Policy.

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

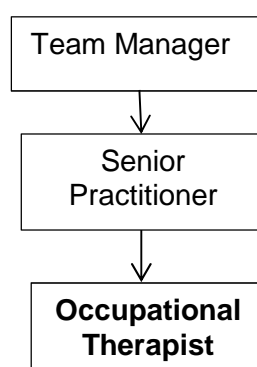
To participate as an active member of the Occupational Therapy Team and maintain effective relationships with other agencies to determine good outcomes.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To work within the values of the Departments as expressed within the Care Act, promoting independence and wellbeing.
- To carry out assessments of client and their carer with complex needs.
- To decide on the most appropriate option will be offered to the client to meet the identified need.
- 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 manage a complex caseload independently, seeking support and suggesting solutions for workload difficulties, exercising a degree of autonomy in situations of complexity, risk and challenge.
- To accept responsibility and work with clients who face complex social situation, making recommendations and liaising with other professionals where appropriate to ensure the continued safety / liberty of the client.
- 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 maintain specialist 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 and maintain 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 extensive knowledge of disability and illness, which can affect clients within the community.
- To exercise good personal time management.
- To attend case conferences and meetings, and produce reports as required.
- To independently facilitate student placements.
- To support Team Manager / Senior Practitioner with enquiries, providing direct assistance / support as required.
- To be responsible for supporting Team Manager / Senior Practitioner in monitoring the ongoing service delivery to clients.
- To undertake any other duties of a similar level and responsibility as may be required.
- To fully demonstrate 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 and be consulted within a specialist service area.
- To ensure the requirements of the Complaints Procedure are compiled with and, if required, respond to complaints.
- To carry out duties in accordance with Council any 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	
<b>A</b>	BSc or equivalent in Occupational Therapy, with current Health & Care Professions Council (HCPC) registration and evidence of Continuing Professional Development. Practice Educator or willingness to undertake training.
<b>B</b>	Evidence knowledge and increasing understanding of the values and principles underpinning working with vulnerable adults within a community setting, and evidence working within the Standards of Proficiency from HCPC.
<b>C</b>	Demonstrate sound knowledge of current legislation that may affect work within the community, including the Care Act.
<b>D</b>	Ability to work alone and as part of a team, using own initiative and ability to be flexible.
<b>E</b>	Ability to manage and effectively prioritise a complex caseload, work with integrity and professionalism, working under pressure and to meet deadlines. To be able to deal with emergency situations under the guidance of Senior Practitioner where required.
<b>F</b>	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.
<b>G</b>	Demonstrate understanding of national and local priorities / initiatives and their impact on service provision.
<b>H</b>	Ability to be self-motivated, with good personal organisational and time management skills.
<b>I</b>	Able to reflect and use supervision as an effective tool for professional development and to be able to effectively supervise students, as required.
<b>J</b>	Computer literate with knowledge of Word, Excel and Outlook.
<b>K</b>	Car owner with current driving licence, or the ability to travel to sites in the Borough efficiently.

<b>DBS Check Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<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):
<b>GCSX/PSN User</b>	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
<b>Work Related Travel</b> (please indicate as appropriate)	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the county <input checked="" type="checkbox"/> Designated car user
<b>Health &amp; Safety Risk Assessment</b> (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