

JOB DESCRIPTION

POST TITLE:	Deputy Team Manager (Occupational Therapist)
GRADE	11
DIVISION / UNIT	Adult Social Care – Care and Support Team (Mental Health)
DEPARTMENT	Children’s and Adults’ Services
REPORTS TO:	Team Manager

PURPOSE OF THE JOB

To be responsible, with the Team Manager, for the provision of a comprehensive and effective inter-professional service in accordance with current legislation, council policy and best practice.

To manage and supervise a cohort of staff, including occupational therapists, assistant practitioners and social workers. This will include setting objectives, performance management and appraisals. To support the Team Manager to prioritise, manage caseloads and work demands. This will be through the provision of management, professional expertise, skills and advice to ensure we deliver high quality services within Adult Social Care.

To provide the team with professional guidance and support in complex assessment and case management functions whilst delivering high quality, responsive, strengths based and person centred services.

To manage a small caseload of complex cases, which may be contested and high profile. To develop appropriate packages of care and identify placements to meet the needs of vulnerable service users.

As a senior OT in the department to offer professional OT supervision to a small number of OTs across the service.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. To be responsible, with the Team Manager, for the provision of a comprehensive and effective occupational therapy and social work service in accordance with current legislation, council policy and best practice.
2. To manage, supervise and offer professional supervision to a cohort of qualified and other qualified staff in the team and across the department. This will include providing guidance, direction in workload management, setting objectives, performance reviews and people management and co-ordinating induction programmes for new staff.

3. To provide the team with OT focused professional guidance and support in complex assessment and case management functions delivering high quality, responsive and customer-focused services.
4. To manage the most complex cases, which may be strongly contested and high profile. To develop appropriate packages of care to meet the needs of vulnerable service users, and oversee cases which are not permanently allocated but subject to regular monitoring and review.
5. To assess, plan, implement and evaluate service user care needs whilst in the community or supported living. This will be in conjunction with the person, carer and families, other professionals, teams and community services, ensuring there is choice and control.
6. To work in close partnership, develop and sustain cohesive working relationships with internal/external teams and agencies in order to promote high levels of support and continuity of quality care.
7. To undertake effective risk assessment and implement risk management to ensure the safeguarding of vulnerable adults and children.
8. To provide support to relatives and carers regarding service users' needs, management and outcomes.
9. To act as a role model and expert practitioner within the service, representing Occupational Therapy effectively within multi-disciplinary contexts.
10. The role of recognised expert requires the post holder to play a part in service developments and briefing colleagues in new procedures and different methods/approaches.
11. To take responsibility for the management and development of specific areas of service, including improvements in delivery, determination of priorities, service team plans and implementation of new practice initiatives.
12. To undertake a quality assurance role for the service, identifying problem areas and recommending solutions.
13. To ensure that care packages and placements provide value for money and meet the complex needs of service users.
14. To be responsible for the review of staff professional development plans, which may involve staff from outside the areas of profession/specialism and act as a mentor for less experienced staff.
15. To participate in the safeguarding process for vulnerable adults in line with local policies and legislation.
16. To be able to critically reflect, analyse and provide a rationale for professional decision-making.

17. To be responsible for the management of information systems, ensuring that all information is used intelligently.
18. To work within a framework of anti-discriminatory and anti-oppressive practice; to seek to address equality issues in service provision. To actively recognise, uphold and promote the Council's Equal Opportunity and Diversity agenda.
19. Any other tasks duties or projects that may arise from time-to-time and that are commensurate with the general level of the role.

JOB CONTEXT

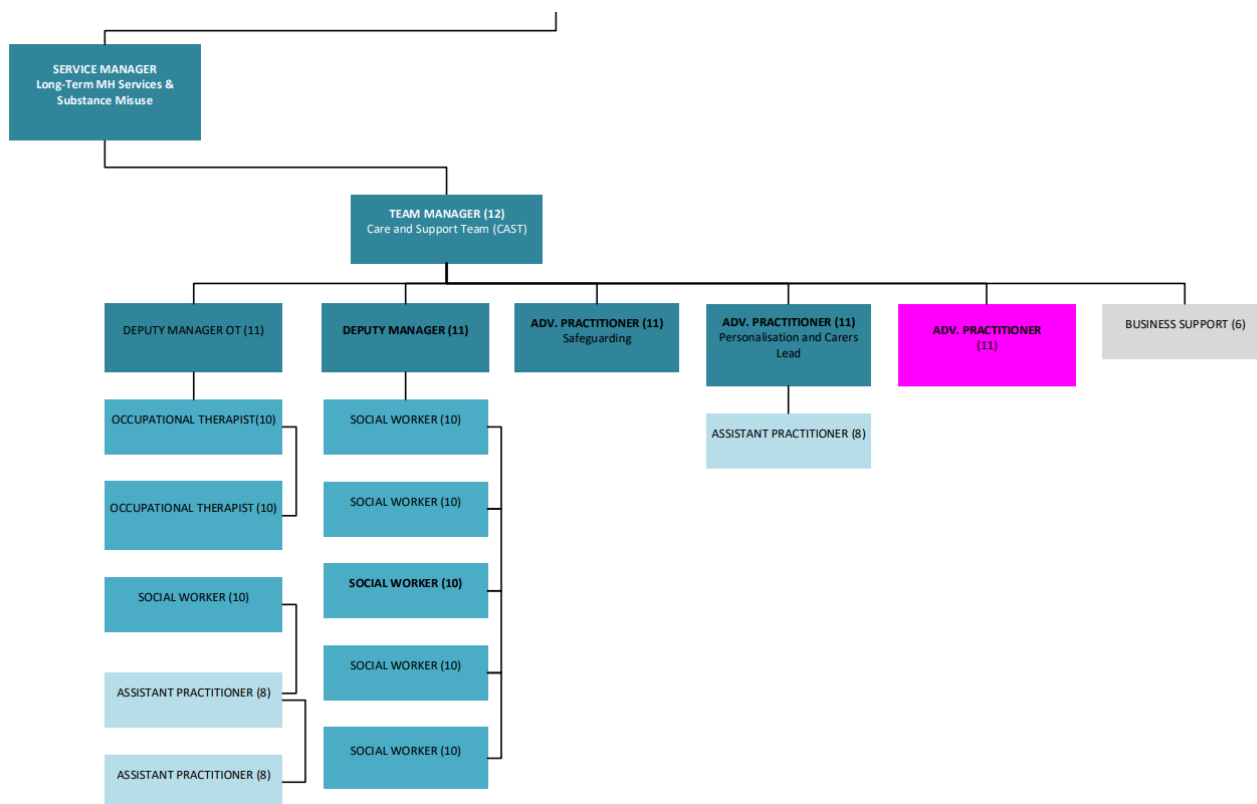
The post reports to the Team Manager.

Southwark Council is committed to supporting vulnerable adults to achieve independence and social inclusion via personal budgets, self-directed support and the provision of suitable accommodation. The post holder is expected to provide leadership and support to the team's social workers and occupational therapists to achieve these aims.

This is an expert role supporting an inter-professional team within Adult Social Care to deliver assessment and case management to some of Southwark's most vulnerable populations who have ongoing mental health needs, and includes dedicated support to carers.

The Team Manager ensures that there is leadership in terms of fulfilling the above functions.

Structure Chart



Supervisory Role

The post holder will have formal supervisory and line management responsibilities shared with the team manager and other deputy manager.

Financial Responsibilities

The post holder will need to understand budgets and will have responsibility of day to day budget requirements and controls.

Working times

Contractual hours: minimum of 36 per week in accordance with the needs of the service, Monday to Friday. The post holder may be required to work outside of normal working hours in accordance with service needs.

Flexible Working

The Council supports a number of flexible working options.

As part of the Southwark Council's commitment to continuous professional development the post holder may be required to rotate to other suitable positions of an equivalent grade.

Location

This role will be based at the Adult Social Care Castlemead office in Camberwell and may need to travel to other Council buildings and across the borough as required for business purposes.

Regulatory Activities

The post is considered as exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be discussed. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

A satisfactory Disclosure and Barring Service (DBS) check is required at enhanced level.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
1. Professional Occupational Therapist qualification and registration with HCPC.	E	S
2. Up to date and expert knowledge of current and proposed Adult Social Care policy, legislation and current developments and initiatives, in particular relating to mental health.	E	S
3. Knowledge of wellbeing principles, strength based practice and person centred approaches.	E	I
4. Advanced knowledge of OT solutions and theory including specialist assessment and interventions.	E	S,I
5. Knowledge of adult safeguarding and risk assessment/management.	E	I
Experience		
6. Experience of working with service users with complex needs using strengths based and person centred models that promote independence.	E	S, I
7. Experience of promoting/representing occupational therapy in inter/multi-professional contexts.	E	S, I
8. Experience of collaborative working with a variety of professions, agencies and providers.	E	I
9. Experience of supporting adult safeguarding enquiries and working according to adult safeguarding procedures	E	I
10. Willingness to train as an Approved Mental Health Professional and Best Interests Assessor.	E	I
Aptitudes, Skills & Competencies		

11. Able to work independently as well as part of a team, to prioritise workload, to communicate and co-ordinate tasks according to demand and timescales.	E	I
12. Ability to formulate, implement and provide oversight of effective OT specific assessments and interventions that support independence and are strengths based.	E	S, I
13. Ability to manage and supervise staff, including setting objectives and performance monitoring.	E	I
14. Ability to use information technology systems and produce high quality assessments, reviews and reports.	E	I
15. Ability to implement the Council's commitments to equality, diversity and inclusion, and proactively promote anti-discriminatory and anti-oppressive practice.	E	I
Special Conditions of Recruitment		
Comply with and promote the Council's Equal Opportunities and Diversity policies and agenda.		

Key:

D	Desirable	S	Shortlisting criteria
E	Essential	I	Evaluated at interview
		T	Subject to test