

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Occupational Therapist</b>
<b>GRADE:</b>	<b>10</b>
<b>DIVISION / UNIT:</b>	<b>Adult Social Care:</b>
<b>DEPARTMENT:</b>	<b>Children's and Adult Services</b>
<b>REPORTS TO:</b>	<b>Senior Practitioner/Deputy Team Manager</b>

### PURPOSE OF THE JOB

To provide an occupational therapist service within a multi-disciplinary team carrying out assessments to meet the principles of the Care Act 2014. Using a person centred and strengths based approach, the aim is to prevent, reduce and delay needs and to improve the adult's wellbeing.

The purpose of the Occupational Therapist role within the Service is to assess the needs of people living with disability and deliver OT interventions which improve wellbeing and quality of life, maximising independence and supporting carers.

### PRINCIPAL ACCOUNTABILITIES

1. To visit people with a disability at home or in their permanent residence to carry out occupational therapy assessments. This will include the use of appropriate assessment and intervention tools that support best practice and capture the physical and social care needs. Such as daily living skills, carer support, social situation and environmental barriers
2. To ensure those accessing the service, including families and carers, are at the centre of decision making regarding their support arrangements and that opportunities for choice and control, including the outcomes they want, are optimised and reflected in assessments and reviews.
3. To maintain a comprehensive knowledge of commercially available produce or order to appropriately recommend the provision of suitable equipment, assistive technology and telecare solutions for disabled people. This includes researching and analysing the suitability, cost, safety and effectiveness of equipment and adaptations.

4. To follow through the provision of equipment, assistive technology and telecare, fitting this where necessary, and teaching techniques of use to clients, carers and other relevant professionals. Likewise to determine necessary adaptations to clients homes and arrange or these to be carried out in liaison with professionals from a range of disciplines. To advise clients who are having alternations done privately.
5. To promote access to paid employment, training, rehabilitation, social and leisure opportunities as part of promoting each person's independence and social inclusion, and to work with local and community groups to make them welcoming and accessible
6. To ensure that family and paid carers can offer personal carer safely through assessing manual handling, use of equipment to improve safety and giving advice and guidance to family carers and pad care supervisors.
7. To monitor and respond to clients' needs in changing circumstances, including anticipating and responding to the effects of certain degenerative medical conditions.
8. To assess client's needs for rehousing on disability grounds (including to sheltered housing or part III accommodation), advising on the availability of suitable property/accommodation.
9. To work across agencies and professional boundaries to ensure a whole systems approach to assessment and assisting people to manage their ongoing support needs. This includes making appropriate referrals to other professionals and service providers and to advise Departments residential and day care units. To support the assessment of new users and implementation of individual programme plans, that promote wellbeing and ensure maintenance of clients' quality of life.
10. Maintain the Directorate's records by recording assessments and other data accordingly ensuring that all data entered meets the relevant and stated levels of accuracy, quality and timeliness required.
11. To work within a framework of anti-discriminatory and anti-oppressive practice; to seek to address equality issues in service provision.
12. To supervise Assistant Practitioners or students, including students of other disciplines as required and to teach professional skills to relevant departmental staff an external professionals as required.
13. To ensure that any information or signposting is clear and consistent with policy and to be shared with person in need and family members as appropriate. To be able to proactively engage the person with what the next steps are on the customer journey.

14. To undertake any other duties appropriate to the post and grade.

### JOB CONTEXT / REPORTING to :

Southwark council is committed to supporting vulnerable adults to achieve independence and social inclusion via personal budgets, self-directed support, and provision of suitable accommodation. The post holder is expected to provide a proactive approach which encompasses these goals and sets out to achieve these aims.

The post holder will be expected to expand their specialist knowledge and skill relating to:

- Assessment of people with complex disabilities
- Disability equipment and moving and handling techniques and equipment
- Housing adaptations
- Assistive technologies
- Safeguarding

The post holder will be responsible to a senior member of the team with clinical support available from a senior OT or OT Team Manager. They will seek advice where referrals involve policy decisions, or where the post holder requires support with complex problems.

The post holder may have formal supervisory responsibility for Assistant Practitioners and will be expected to offer guidance to students and new members of staff joining the service.

### Contacts

To be in contact with officers of the Social Services, Health and other departments including Law and Administration, representatives from statutory and independent agencies and local community group, including groups representing the black and ethnic communities. Contact would involve: joint working, problem solving, developing and maintaining information links.

### Grade/Conditions of Service

### Financial Responsibilities

The post holder will work alongside the service manager and must be aware of the need to work within a tightly controlled budget to monitor expenditure.

### General

The post holder is required to carry out duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.

## Health & Safety

The post holder is required to carry out duties and responsibilities in accordance with the Council's Health and Safety Policy, and Health and Safety legislation.

## Regulatory Activities

This post has been classified as a regulated activity, in accordance with the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012. It is a criminal offence for individuals barred by the Independent Safeguarding Authority (ISA) to apply or work in this post. If you have any doubts on your status you should seek guidance from the ISA (<http://www.isa.homeoffice.gov.uk>).

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.

## Financial Responsibilities

The post holder will not be a budget-holder but must have an awareness of the need to work within a tightly controlled budget.

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This post required **ENHANCED** DBS clearance.

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)	How assessed (S/ I/ T)
1. HCPC registered Occupational Therapist with at least one recognised OT qualification	E	S
2. Knowledge of current and proposed legislation, policy and guidance in relation to community care in general	E	I
3. Knowledge of OT theory, specialist assessments and interventions	E	S/I
4. Knowledge and understanding of wellbeing principles, strengths based- and rehabilitative practice	E	I
5. Knowledge of the principles of equal opportunities, anti-discriminatory and anti-oppressive practice in assessment and the provision of services	E	I
6. Qualified Approved Mental Health Professional (AMHP) / Approved Mental Capacity Professional (AMCP) or Best Interest Assessor (BIA) or willingness to train	E	S
<b>Experience:</b>		
7. Experience of working with people with disabilities, including 1:1 work, the identification of needs and planning and implementing treatment	E	S/I
8. Experience of working in a multi-disciplinary team and with multiple agencies to facilities holistic assessments and working collaboratively to support people to achieve their goals and maximise their independence	E	S/I

9. Experience of using OT specific assessments and/or strategies to support independence	E	I
10. Experience of undertaking or supporting safeguarding adult's investigations and person centred safeguarding plans	E	I
11. Experience of supervising or otherwise supporting other staff members and students	E	I
<b>Aptitudes, Skills &amp; Competencies:</b>		
12. Assessment skills, including OT specific assessment, along with risk assessment, to support independence and promoting strengths within adults with complex needs	E	I
13. Ability to assess and review needs with reference to the Care Act 2014, including current care support and care plans and make changes to reflect needs	E	I
14. Skilled in establishing and maintaining working relationships with complex clients and their carers in an open, empathetic and professional manner.	E	I
15. Ability to consider and value all aspects of a situation and to make appropriate recommendations, demonstrating a full understanding of high quality customer care	E	S/I
16. Ability to communicate effectively and clearly in writing, verbally and through reports. This includes the production of high quality reports with clear recommendations.	E	I/T
17. Computer literacy skills at a level to maintain case records within information management systems and produce high quality assessments, reviews and reports	E	I/T

<b>Special Conditions of Recruitment:</b>
Comply with and promote the Council's Equal opportunities policy

**Key:**

<b>E</b>	Essential	<b>S</b>	Shortlisting criteria
		<b>I</b>	Evaluated at interview
		<b>T</b>	Subject to test