

## JOB DESCRIPTION

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

### PURPOSE OF THE JOB

Working within a multi-disciplinary team the occupational therapist will carry out assessments for older people, adults with disabilities and disabled children to meet the principles of the Care Act 2014. You will assess the needs of people living with a disability and give advice or make recommendations that improve wellbeing and quality of life, maximising independence and supporting carers.

### PRINCIPAL ACCOUNTABILITIES

#### Responsibilities

1. To visit people with disabilities at home or in their permanent residence carrying out an occupational therapy assessment incorporating daily living skills, carer support, social situation and environmental barriers.
2. To maintain a comprehensive knowledge of commercially available products in order to appropriately recommend the provision of suitable equipment, assistive technology and telecare solutions for disabled people.
3. To follow through the provision of equipment, assistive technology and telecare, fitting this where necessary, and teaching techniques of use to client, carers and other relevant professionals.
4. To research and analyse the suitability, cost, safety and effectiveness of equipment and adaptations.
5. To ensure that family and paid carers can offer personal care safely through assessing manual handling, use of equipment to improve safety and giving advice and guidance to family carers and paid care supervisors.

6. To determine necessary adaptations to clients homes and arrange for these to be carried out in liaison with professionals from a range of disciplines. To advise clients who are having alterations done privately.
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. To escort clients to view potential dwellings.
9. To make appropriate referrals to other professionals and service providers and to advise Departmental 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. To advise and work with other Council Departments on the design and planning of new buildings and facilities for disabled people and people with mobility and sensory needs.
11. 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 to disabled people.
12. To ensure that services are provided in accordance with current departmental policies, guidelines and practice statements. To implement strategies to combat discrimination.
13. To supervise Assistant Practitioners or students and students of other disciplines as required.
14. To teach professional skills to relevant departmental staff and external professionals as required.

## JOB CONTEXT

This post is in the Older People and People with Disabilities Service. The post reports to a senior member of the team with clinical support available from a senior OT or OT team manager.

Southwark council is committed to supporting vulnerable adults to achieve independence and social inclusion via personal budgets and professional OT support including recommendations for suitable accommodation, equipment, assistive technology, and housing adaptations. The post holder is expected to provide leadership and expert practice across the team to achieve these aims.

The post holder will be expected to expand and develop their skills relating to:

- Assessment of children and adults with complex disability
- Disability equipment and moving and handling techniques and equipment
- Housing adaptations
- Assistive technologies
- Safeguarding

The post holder is expected to provide a proactive approach which encompasses these goals and sets out to achieve the aims and objectives of the Council.

### 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.

### 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.

### Regulated Activity

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 any doubts on your status you should seek guidance from the ISA (<http://www.isa.homeoffice.gov.uk>).

All applicants will be subject to an enhanced CRB check and will be asked whether they are barred under the Scheme as noted above.

### **Grade/Conditions of Service**

Grade 10

Contractual hours: Minimum of 36 per week in accordance with the needs of the service Monday to Friday.

### **Working times**

The post holder may be required to work outside of normal working hours in accordance with service needs.

### **Flexible Working**

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.

### **Conditions of Service**

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.

	<b>Essential (E)</b>	<b>How assessed (S/ I/ T)</b>
<b>Knowledge, including educational qualifications:</b>		
To hold a recognized diploma or degree in Occupational Therapy and be state registered with the Health Care Professionals Council.	E	S
Knowledge of literacy and numeracy skills, to write reports to meet the needs other Agencies/Departments or Courts reports. To maintain appropriate records including financial assessments and to assist people with their finances. To produce high quality assessments.	E	S
Ability to use information technology systems to input and access data, use word processing systems and Email, or willingness to learn.	E	T
Applicants must demonstrate a general understanding of and commitment to the Councils Equality and Diversity policy.	E	I
<b>Experience:</b>		
Experience of working with people who have disabilities, particularly in a one to one situation. Work will have included the identification of needs and planning and implementing treatment.	E	S, I
To have experience of working with multiple agencies to facilitate holistic assessments. To collaboratively support people in achieving their goals, outcomes and maximisation of their independence.	E	S, I
Experience of supervising staff or students	E	I
<b>Aptitudes, Skills &amp; Competencies:</b>		
To apply occupational therapy ethics and values to guide professional practice.	E	I

Identify and behave as a professional worker, committed to professional development.	E	S
Ability to effectively manage case administration, maintain appropriate records including report writing, and appreciate the implications of “open” files.	E	T
Ability to cope with high demand and throughput.	E	I
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
Ability to use and understand the supervisory process, work to timescales be self-managing and proactive in caseload management.	E	T
<b>Special Conditions of Recruitment:</b>		
Comply with and promote the Council’s Equal opportunities policy		

**Key:**

E Essential

S

Shortlisting criteria

I

Evaluated at interview

T

Subject to test

**Special Conditions of Recruitment:**

A range of Worklife Balance options are available.

This 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 disclosed. Only relevant convictions and other information will be taken in to account so disclosure need not necessarily be a bar to obtaining this position.

This post requires **ENHANCED** Criminal Records Bureau clearance.