

# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Occupational Therapist Early Intervention & Prevention | **Department / Service:** | Integrated Adult and Community Support Service |
| **Hours:** | 37 | **Level:** | G07/G08 |
| **Location:** | Coed Pella | **Job Evaluation Number:** | JE0180 |
| **Responsible to:** | Team Manager, Early Intervention & Prevention | **Responsible For: (Staff)** | None |

|  |
| --- |
| **Job Purpose:** |
| The EIP Team provides short and outcome focused intervention for individuals and families to build resilience and to better manage their daily lives and circumstances. The Occupational Therapist will be required to:  Deliver a direct Occupational Therapy service to people with disabilities.  Work with parents / carer’s / families to provide support and develop resilience.  Complete screening assessments and make initial recommendations for appropriate response to need.  Where necessary carry out safeguarding activity.  Ensure people with Disabilities and their parents / carer’s and families are at the centre of decision making about their lives and the outcomes that they want to achieve. |

|  |  |
| --- | --- |
| **Duties and Responsibilities - Job Specific** | |
|  | To provide an Occupational Therapy assessment service to residents of Conwy who have a registered/register-able substantial and permanent disability. |
|  | Undertake screening and initial assessments aimed at ensuring an early and appropriate response to individuals identified needs focussed on prevention and maintaining independence. |
|  | Work with people who have disabilities across the lifespan, incorporating a ‘progression model’ focussed on helping service users acquire, re-acquire, maintain or develop their independent living skills, identifying appropriate service responses at different levels of independence to achieve this. |
|  | Work with colleagues within Community Disability Resources to review service delivery plans and support provided to service users and make recommendations focussed on achieving progression for individuals. |
|  | Work in partnership and develop effective relationships with colleagues across the Disabilities Service, Education, Health, Housing Officers, architects, planners and the voluntary sector to plan and design schemes for adaptation and new build properties; demonstrating an understanding of the conventions used in drawings, architecture and building construction. |
|  | Build effective relationships and work in partnership with people and their families to identify and meet needs and ensure that the rights of the individual are safeguarded. |
|  | Ensure that the statutory timescales for assessment and review are met. |
|  | Use Person Centred Planning approaches, to support the effective participation of people in the assessment, care planning and review processes. |
|  | Respond to safeguarding concerns in accordance with the All Wales Child Protection Procedures and the Wales Interim Policy and Procedure for POVA. |
|  | Carry out safeguarding investigations and complete risk assessments as required. |
|  | Prepare and present safeguarding reports and plans. |
|  | Work in partnership with Community Wellbeing services, developing knowledge and awareness of what is available to ensure access for people with disabilities to a range of early and preventative interventions which are community based. |
|  | Maintain professional accountability for the allocation of resources in accordance with service criteria, legislation, financial and other regulations of the council. |
|  | Work with the CHC Guidance for adults and for children, in cases where individuals may have eligible health needs. |
|  | Ensure an early and effective response to concerns or complaints from service users or other agencies. |
|  | Support people with Disabilities and their parents / carers /families to actively participate in the development of the service. |
|  | Prepare appropriately for meetings, contributing effectively and Chairing meetings where required, quality assuring the record / minutes of these meetings. |
|  | Prepare written reports for a range of purposes. |
|  | Prepare for and participate in professional supervision and performance development reviews in accordance with policy. |
|  | Attend training and seminars designed to develop the personal and professional expertise of the post and dissemination knowledge and learning to colleagues across the service area as appropriate. |
|  | Attend team meetings and contribute to the development of the service. |
|  | Maintain a specific caseload of varied complexity as required and seek guidance and support when necessary. |
|  | Use research, theory, evidence based practice and other problem solving methodology in achieving good outcomes. |
|  | Maintain good recording practice and ensure that time specific tasks are completed within timescale. |
|  | Ensure casework is effectively planned and outcome focussed with the service user, their family and carers fully represented. |
|  | Read and act upon telephone, electronic and written communications received in a timely manner. |
|  | Immediately bring to the attention of the Team Manager, and in their absence or as appropriate, the Section Manager, any matters of concern or special interest and seek guidance and support with complex decision making. |
|  | Promote anti-discriminatory practices and act in a non-oppressive way towards service users, parents/ carers and colleagues. |
|  | Provide a positive role model in relation to conduct within the workplace including good workload and time management. |
|  | Exercise responsibility under the Health and Safety at Work Act and respond promptly and robustly in relation to these regulations. |
|  | To assist with Duty system as and when necessary and to undertake back up on a regular basis. |
|  | To undertake duties in any other part of the Integrated Disability Service in order to respond to fluctuations in demand and capacity within the service. |
|  | To keep abreast of developments in client services and disability working practices, research and knowledge in the relevant housing, social care and Occupational Therapy field, in line with Continuing Professional development requirements for HPC registration. |
|  | To actively participate in student education and taking students on placement, working toward APPLE accreditation. |

|  |  |
| --- | --- |
| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Occupational Therapist Early Intervention & Prevention**

**Date: April 2022**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Diploma or BSc in Occupational Therapy. | AF/V | E |  |
| Registration with Health Professions Council. | AF/V | E |  |
| Evidence of post qualification learning or achievement. | AF/V |  | D |
| Minimum of 3 years post qualifying experience to progress to G08 (pending CPEL agreement equivalent to Occupational Therapy) | AF/V |  | D |
| To adhere to the College of Occupational Therapists Code of Ethics and Professional Standards. | CPD folder/AF/ I | E |  |
| Knowledge of relevant current legislation and guidance for the post including an awareness of key differences in law and guidance relating to children and to adults. | AF/ I |  | D |
| Knowledge and experience of work with people who have disabilities across the lifespan, including those with complex health needs, dual diagnosis and challenging behaviour.  Knowledge of child and adolescent development. | AF/ I | E |  |
| Knowledge of Positive Behavioural Support, Active Support, Person Centred Planning approaches. | AF/ I |  | D |
| Knowledge of the effects of disability on the emotional and social development of the person and their families. | AF/ I | E |  |
| Practice underpinned by a knowledge of theory relating to social care & health. | AF/ I | E |  |
| Ability to deliver effective interventions, developing an integrated approach to service delivery. | AF/ I | E |  |
| Ability to manage a case load of increasing complexity as experience develops and seek guidance and support when necessary. | AF/ I | E |  |
| Knowledge of using Safeguarding procedures including DoLS and undertaking investigations. | AF/ I |  | D |
| Ability to work with service users to develop appropriate, effective and sustainable responses to meeting need using a range of resources available. | AF/ I | E |  |
| Ability to use departmental and corporate policies and procedures to support the delivery of service. | AF/ I | E |  |
| Good communication skills. | AF/ I/ R | E |  |
| Ability to compile and maintain accurate records. | AF/ I | E |  |
| Ability to write reports. | AF/ I | E |  |
| IT literate – able to use a range of Microsoft packages. | AF/ I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/ I |  | D |
| **Supervision & Management** | Ability to work independently and to plan and manage own time. | AF/ I/ R | E |  |
| A commitment to taking responsibility for personal and professional development through preparation for supervision and annual development reviews. | AF/ I | E |  |
| Ability to work as an effective member of a team. | AF/ I/ R | E |  |
| Ability to work flexibly, prioritising case work and a high turnover of work to meet service demands. | AF/ I/ R | E |  |
| **Creativity & Innovation** | Utilise an evidence based best practice approach to Occupational Therapy interventions. | AF/ I | E |  |
| Develop innovative responses to meeting identified needs. | AF | E |  |
| Ability to make recommendations on service improvements. | AF/ I |  | D |
| Commitment to the involvement of service users in service development. | AF/ I | E |  |
| Flexible and able to contribute positively to change. | AF/ I/ R | E |  |
| **Contacts &**  **Relationships** | Effectively represent the department at meetings. | AF/ I/ R | E |  |
| Ability to effectively Chair a range of multi-disciplinary meetings. | AF |  | D |
| Ability to think clearly and convey thoughts, ideas and opinions in a concise and structured way. | AF/ I/ R | E |  |
| Develop and maintain multi agency partnership working to meet individual need. | AF/ R | E |  |
| Ability to network and make connections across the department and LA, working in partnership to meet the needs of service users. | AF/ I/ R | E |  |
| Experience of working in a planned and prepared way with people and dealing with crisis to provide initial support and assistance. | AF/ I | E |  |
| Ability to work in a non-judgemental and reflective way, where the review and evaluation of one’s own practice and that of others is viewed in a positive developmental way. | AF/ R | E |  |
| Promote anti-discriminatory and non- oppressive practice. | AF/ I | E |  |
| Ability to negotiate and resolve informal complaints on behalf of the service. | AF/ R | E |  |
| **Decisions / Recommendations** | Ability to make accurate assessments of need and make appropriate recommendations for the allocation of resources. | AF/ I/ R | E |  |
| Make decisions on behalf of the Council within area of responsibility. | AF/ R | E |  |
| Advise Team Manager of key issues and risks including risk management options. | AF | E |  |
| **Resources** | The ability to demonstrate clear understanding and implementation of ‘best value’ with regard to suitable equipment and adaptation provision. | AF | E |  |
| Ability to use a variety of communication techniques e.g Makaton – Pecs. | AF |  | D |
| Mobile Phone, laptop. | AF | E |  |
| **Physical Demands** | Personal strategies for working within a demanding work setting. | AF/ I/ R | E |  |
| A current driving licence and the use of a vehicle. | AF | E |  |
| The ability to travel across and beyond the County to fulfil work demands. | AF | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)