

# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Occupational Therapist | **Department / Service:** | Integrated Adult and Community Support Service |
| **Hours:** | 30 hours per week | **Level:** | G08 |
| **Location:** | Conwy | **Job Evaluation Number:** | SL0166 |
| **Responsible to:** | Team Manager and Section Manager Early Intervention & Prevention Team | **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** | |
|  | Provide an Occupational Therapy service citizens of Conwy who have a substantial and permanent disability. To have specialist assessment skills to holistically assess the client, considering their psychological, social, environmental needs as well as their self-care, productivity and leisure occupations. To hold a caseload of predominantly complex cases, moving and handling issues and major adaptations to meet housing needs. |
|  | Effectively managing his/her own caseload, prioritising work to ensure that urgent situations are dealt with as necessary and ensuring that the statutory timescales for assessment and review are met. To support Team Managers as and when necessary with prioritisation and allocations. |
|  | Formulating and instigating specialist care plans to meet assessed occupational needs that fit within Conwy Social Care and Housing’s eligibility criteria, evaluate and review intervention. |
|  | To maintain appropriate records, written reports for a range of purposes to a professional standard as required by the Welsh Assembly Government and the College of Occupational Therapy guidelines. To undertake IT training in order to attain and maintain the necessary skills to complete written and electronic records. |
|  | Monitoring potential risks within clients situations with regard to health, safety and independence, with emphasis on maintaining the client in their own home. |
|  | 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. Respond to safeguarding concerns in accordance with the Wales Safeguarding Procedures. |
|  | Work with CHC Guidance, in cases where individuals may have eligible health needs. |
|  | Maintain professional accountability for the allocation of resources in accordance with service criteria, legislation, financial and other regulations of Conwy County Borough Council. |
|  | To comply with requirements of supervision, develop peer supervision, provide informal clinical supervision and work jointly with OTA’s on complex cases. Prepare for and participate in 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 for OTs, OTA’s and BTEC trained staff. |
|  | To use research, theory, evidence based practice and other problem solving methodology in achieving good outcomes. |
|  | To complete complex moving and handling risk assessments and care plans and provide advice and guidance in relation to client specific cases to family members and carers. |
|  | To provide a high quality Occupational Therapy service to disabled people, their relatives and carers through working in partnership, communicating effectively and working with colleagues in Social Services, Health, Housing, Architects, Planners and the private and voluntary sector. |
|  | To have a good knowledge and understanding of the variety of specialist equipment. To demonstrate effective and imaginative use of resources. To include understanding and implementing ‘best value’ with regard to choice of client’s equipment and adaptations |
|  | To comply with Health and Safety issues and operate within local policies and legislation. To keep abreast of developments in client services and disability equality working practices, research and knowledge in the relevant housing and social care and Occupational Therapy field in line with CPD requirements for registration with the Health Professions Council. |
|  | To prepare appropriately, contribute effectively and chair meetings where required, quality assuring the record/minutes of these meetings with other Agencies/Authorities as agreed with the Team Manager and Section Manager. |
|  | To demonstrate a good working knowledge of design schemes for adaptations or ‘new build’ properties demonstrating an understanding of the conventions used in drawings architecture and building construction. |
|  | Work with colleagues within Conwy Community Support Team to review outcome focused plans and support provided to service users and make recommendations focussed on achieving maximum independence and occupational wellbeing. |
|  | To undertake duty rota system on a regular basis and provide advice and guidance in regards to Disability related Occupational Therapy enquiries in clinical crisis situations. |
|  | To undertake OT duties in any other locality in order to respond to fluctuations in demand and capacity within the service. |
|  | To take responsibility for an Occupational Therapy student placement within the Disability Service. To support, teach, facilitate and supervise students according to the requirements of their education programme and achieve APPLE accreditation. |
|  | Promote anti-discriminatory practices and act in a non-oppressive way towards services users, carers and colleagues. |

|  |  |
| --- | --- |
| **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**

**Date: July 2021**

**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. | V | E |  |
| Registration with Health Professions Council. | V | E |  |
| To adhere to the College of Occupational Therapists Code of Ethics and Professional Standards. | I | E |  |
| At least three years post qualification experience | AF/V | E |  |
| Knowledge and understanding of issues relating to data protection and confidentiality. | I | E |  |
| Evidence of post qualification learning or achievement e.g. CPEL | AF/V | E |  |
| Knowledge of relevant current legislation and guidance | AF | E |  |
| Good verbal and written communication skills. | AF | E |  |
| Good level of IT skills. | AF | E |  |
| Experience of Moving and Handling with evidence of up to date training. | V | E |  |
| Previous experience in Health or Social Care setting. | AF | E |  |
| Experience in managing own caseload including complex cases. | AF | E |  |
| Ability to manage a caseload of service users with a significant and permanent disability | 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** | The ability to contribute to the OT and OTA training programmes as required. | I | E |  |
| Experience of supervision of OT assistants/ OT students. | AF/I |  | D |
| **Creativity & Innovation** | The ability to problem solve. | I | E |  |
| To be confident to participation in special projects and working groups as guided by Team Managers. | I |  | D |
| The ability to work within complex organisational structures. | I |  | D |
| Develop innovative responses to meeting identified needs | AF | E |  |
| Utilise an evidence based best practice approach to occupational therapy interventions | AF/I | E |  |
| **Contacts &**  **Relationships** | To Communicate effectively with client, carers, other professionals. | I | E |  |
| Liaise appropriately with commercial companies and external agencies. | I | E |  |
| The ability to work effectively and appropriately with clients and carers who may be in extremely stressful and/ or contentious situations. | AF/I | E |  |
| To be competent and confident to represent the team at interagency meetings and professional groups. | I |  | D |
| **Decisions / Recommendations** | The ability to work under pressure.  The ability to prioritise work. | AF/I | E |  |
| The ability to make decisions within own area of authority. | AF/I | E |  |
| The ability to identify risk to self and others when undertaking work activities and take appropriate actions to minimise risk. | AF/I | E |  |
| **Resources** | The ability to demonstrate clear understanding and implementation of ‘best value’ with regard to suitable equipment and adaptation provision. | I | E |  |
| **Physical Demands** | The post requires the ability to travel between various sites on a frequent basis, including the ability to drive and provide a car for use at work. | 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)