

**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Occupational Therapist | **Grade**: PO1PO3 |
| **Section:** Adult Social Care Services | **Department:** Adult Social Care and Public Health |
| **Responsible to following manager:**Assistant Service Manager/ Senior Occupational Therapist | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last Review Date**June 2022 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The objective of an Occupational Therapist is to prevent, reduce or delay need and promote, maintain, and restore functional independence in daily living skills.

**Specific Duties and Responsibilities**

* To work within the Care Act 2014 and other relevant statutory frameworks.
* To take responsibility for maintaining a good standard of professional practice and to develop the core skills and knowledge required, as part of continuous professional development.
* To complete specialist functional assessments and recommend and plan and design interventions making best use of resources. This includes the prescription of preventative and specialist equipment and minor home adaptations and making recommendations for major adaptations to individuals’ homes through the Disabled Facilities Grant process.
* To prescribe, order or recommend specialist disability equipment, minor adaptations, and standard wheelchairs. To support adults and their carers in the safe installation, maintenance, and use of equipment.
* To work in partnership with residents, their families, and carers to enable them to identify their strengths, maximise their functional independence and well-being, cope with change, attain outcomes they want and need and understand and manage risk in activities of daily living.
* To identify informal carers, complete assessments of their needs and provide advice and arrange support and services where required.
* To apply Occupational Therapy principles and values to professional practice and to demonstrate and promote our SSA values in all interactions with residents, colleagues, and partners.
* To engage and fully participate in supervision and to apply critical reflection and analysis to inform professional decisions. To ensure risks are discussed with your line manager to gain direction, advice, and support with practice.
* To respond appropriately to urgent referrals and prioritise workload in response to levels of risk and duty of care.
* To effectively manage a caseload prescribed by the line manager appropriate to the level of experience and to maintain adequate throughput of work. To discuss any challenges with caseload management with your line manager in a timely way to access any necessary support with prioritisation.
* To provide support and expert advice on Occupational Therapy to colleagues and partners.
* To undertake Moving & Handling Risk Assessments, assessing the needs of both adults and carers; provide specialist moving and handling equipment, recommendations, advice, demonstration, support, training, and a Personal Handling Plan to minimise risk to both adults and carers and to maximise independence and dignity. To consider, promote and implement single handed care as appropriate following careful assessment and provision and demonstration of equipment to safely facilitate this.
* To undertake Housing Needs and Void Property Assessments, to make recommendations to the Housing Team within agreed time scales, on the types of property required to meet the adult’s functional disability needs and to assess if a property is suitable or adaptable to meet their housing needs.
* To make detailed recommendations and drawings for major adaptations to adults’ homes and to assist them in applying for a Disabled Facilities Grant. To work with all interested parties, through to the satisfactory completion of the major adaptation. To provide information and advice to adults who are not eligible for the Grant to carry out structural works privately.
* To monitor and review the effectiveness of planned interventions and adjust and revise these as appropriate, ensuring that agreed goals remain appropriate, achievable, and safe in accordance with statutory requirements and Council policy and deliver highest quality of service and best value.
* To carry out generic social care assessments reviews and to arrange packages of care as appropriate to meet specific needs and to lead on the support to that individual in conjunction with members of the multi-disciplinary team.
* To take responsibility for consistent, accurate, clear, and timely case recording. To ensure that confidentiality is maintained, and that information is shared with the resident, service providers and other agencies (health) in accordance with the Department’s data protection and information sharing requirements.
* To work in accordance with the Council’s policies and procedures and practice guidance and to remain informed on these using the Loop.
* To complete all mandatory training, including that on data security.
* To make use of staff news and other corporate and Department communications to be up to date and informed.
* To be able to understand the impact of poverty, inequality, and diversity on social and economic opportunities and how these relate to residents’ health and well-being as well as the functioning of their families, particularly in relation to adult safeguarding and child protection and empowering individuals who may lack capacity.

**Progression criteria from PO1 to PO2**

* To have an elevated level of understanding of legislation and to be able to interpret and apply it, alongside national and local policies and procedures underpinning your work specifically where assessment, review and safeguarding elements are applied, as well as how carers are supported and how the local authority meets its statutory duties.
* To take initiative, form constructive alliances with partners and engage effectively with situations of increasing complexity and challenge including integrated working, complex family dynamics and multiple risk factors. This will be evidenced in performance and supervision notes.
* To be able to demonstrate an appropriate level of knowledge with evidence of the increasing ability to work independently, to collaborate on equal terms with members of other professions and make sound professional judgments with the ability to explain and justify decisions.
* To be able to manage complex cases and offer skilled opinion to colleagues and partners. To offer expert support to case conferences and produce high quality assessments and reports for a range of functions.
* To demonstrate advanced people skills and advanced advocacy skills within the role.
* To show a clear awareness of budgets and the costs of services and their impact on service delivery, where appropriate challenging or identifying creative and initiative-taking options to ensure the best use of resources and preventative work.
* To work towards a Practice Educator qualification

**Additional duties at PO3**

* To understand performance and budget management and forecasting at a strategic level and to support and champion the improvement of performance against key indicators with team colleagues.
* To lead on promoting ambitious standards of practice with team colleagues and to develop resilience, linking with Professional Standards colleagues as required. To model exacting standards and an elevated level of competence adhering to practice guidance, statutory frameworks, and best practice across the UK.
* To hold a caseload of higher-level complexity and to be able to conduct legally compliant assessments in a wide range of challenging contexts, cope with difficult conversations and be highly resilient.

* To function as the Lead OT in their absence when requested or as necessary, to support staff and to make professional OT decisions or recommendations in complex or emergency situations.
* To lead on specialist areas on practice or projects
* To contribute towards continued team learning by presenting challenging cases at team meetings.
* To chair meetings with professionals from multiple agencies and to support an integrated approach between Social Care and Health.
* To support transformation and innovation within the service.
* To mentor Social Work and OT Apprentices and students
* To function as a Practice Educator

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, health, and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Current team structure**

**Person Specification**

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| **Job Title:** Occupational Therapist | **Grade**: PO1-PO3 |
| **Section:** Adult Social Care Services | **Department:** Adult Social Care and Public Health |
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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the exacting standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage innovative ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| A sound knowledge of relevant social care and health legislation and government guidance and developments impacting on Adult Social Care and Health services. | A and I |
| A sound knowledge of health and social care pathways and the type of support and resources which may benefit adults and carers. | A and I |
| A sound knowledge of Occupational Therapy methods, practices and models and their application in a range of settings. | A and I |
| Good working knowledge of Microsoft Office applications. | A and I |
| **Experience**  |
| Experience of working in a statutory health or social care setting, undertaking OT assessments and interventions, such as moving and handling risk assessments and handling plans and provision of specialist disability equipment, minor and major adaptations (DFGs) to improve functional independence. | A and I |
| Experience of achieving positive outcomes for adults and the community through multi-disciplinary and partnership working. | A and I |
| Experience of working as a member of a multi-disciplinary team and leading where possible on aspects related to the rehabilitation and/or maximisation of independence goals of adults.  | A and I |
| **Skills**  |
| Core skills, e.g., assessment, risk assessment, moving and handling techniques, use of outcome measures, to enable promotion and achievement of maximum independence for adults. | A and I |
| Ability to demonstrate active commitment to our values and behaviours in interactions with the public and work colleagues. |  |
| Ability to work as an autonomous practitioner and to take responsibility for managing caseload effectively and delivering the required standard of performance, quality and throughout of work. | A and I |
| Ability to demonstrate sound professional judgement and use of evidence-based practice. | A and I |
| Effective written and verbal communication and recording skills. | A and I |
| Understanding of use of resources and best value | A and I |
| **Qualifications**  |
| A relevant professional qualification in Occupational Therapy and current registration with the HCPC. | A, I & C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**