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

**Job Description**

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| **Job Title:**  Senior Occupational Therapist | **Grade**: PO4 |
| **Section:**  Adult Social Care Services | **Department:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Service / Assistant Service Manager | **Responsible for the following staff:**  Occupational Therapists,  OT Social Care Assessors |
| **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 Senior Occupational Therapist is a leadership role within the Department and assists the Service Managers and Assistant Service Managers with managing the day-to-day delivery of Occupational Therapy to prevent need and maximise functional independence across services. This includes supervision of OTs and social care assessors.

The Senior Occupational Therapist will also assist with service development in relation to practice and performance and transformation and will be responsible for a caseload of more complex cases.

**Specific Duties and Responsibilities**

* To form part of the management team for the service and provide motivational leadership, being visibly involved both in the office and online, working alongside staff and building relationships with practitioners.
* To provide case management, guidance, support and expert advice to Occupational Therapy and social care staff, students, and partner staff as and when required, maintaining the highest level of professional service, and ensuring that the assessment and provision of services is in accordance with the Care Act 2014 guidelines and Council policies.
* To provide regular strengths-based supervision to occupational therapy staff that empowers and supports practitioners to develop their practice, focussing on their skills, celebrating achievements, and making time for reflective discussions.
* To be able to explain the SSA values and behaviours to the service and to discuss equality, diversity, and inclusion with practitioners, challenging discrimination and raising issues of inequality
* To model the highest standard of Occupational Therapy practice and competence.
* To undertake regular case file audits, use the outcomes to support the learning and professional development of the service, to identify training needs and ensure they are acted upon.
* To assist as required with the management of budgets by ensuring that throughput of work is consistent and that work steps are completed in a timely and effective way, including quality assuring and authorising assessments, support plans and reviews.
* To make decisions according to the Delegated Decision-Making guidance.
* To be up to date on our statutory responsibilities under the Care Act 2014, Mental Capacity Act, Mental Health Act and Human Rights Act and to ensure the team works within the legal framework.
* To oversee Duty.
* To hold a caseload of a high level of complexity.
* To arrange and undertake (a) specialist Occupational Therapy assessments of individual complex disability needs and design adaptive/rehabilitative intervention plans to maximise functional independence in activities of daily living, (b) complex moving and handling risk assessments, with provision of specialist equipment, advise and the consideration of single handed care, demonstration (including to carers and care workers), training and a Personal Handling Plan to minimise risk to service users and carers, (c)housing needs and void property assessments, and (d) to draw up and recommend major adaptations to service users’ homes and assist in applications for Disabled Facilities Grants. To oversee these tasks as undertaken by Occupational Therapists in the team.
* To ensure effective and timely action is taken to assess, record, manage and reduce risk to the service, to people with care and support needs and their carers and partner organisations in accordance with Council and partner organisations’ policies and procedures.
* To encourage a positive attitude to risk and a no blame culture to support practitioners to take ownership of their practice in providing a social care service and facilitate innovation and creativity.
* To share responsibility as part of the management team for the performance of the service and to support with performance improvement where necessary.
* To be able to clearly communicate the vision and priorities of the Department to the service and what they are hoping to achieve as well as how it contributes to achieving them.
* To represent the Occupational Therapy Service and Adult Social Care positively and confidently in meetings with partners like the NHS, providers, and the voluntary sector.
* To support good working health housing and voluntary
* To support with the management and investigation of complaints, and to manage low level informal complaints to prevent escalation.
* To take ownership of new models of practice and act as a champion building buy-in and commitment from the service.
* To be able to support practitioners to build the confidence and skills to work effectively with people, acting as a coach/ mentor.
* To take a lead on planning and implementing performance management to achieve agreed KPIs and support with service improvement measures as required
* Support and play an active part in the recruitment and selection process for the Occupational Therapy Service.
* Organising and chairing Occupational Therapy team meetings.
* Assisting in the screening of referrals as and when required.

**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 and 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 profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

* The Senior Occupational Therapist is responsible for direct and indirect line management of staff, including Occupational Therapist, Social Care Assessors who prescribe equipment and minor adaptations, and students.
* The Senior Occupational Therapist will take on delegated management responsibilities, including deputising for the Assistant Service Manager and assisting with day-to-day management of the team and its performance.
* The Senior Occupational Therapist will contribute as required by the Service and Assistant Service Manager to the training of other staff locally and through programmes arranged by the Department’s Learning and Development section including leading workshops, projects etc. concerning the development and improvement of services and will participate in research, where required and as authorised by the Directorate.

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high 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 new 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** | **Essential** | **Desirable** | **Assessed** | |
| A wide knowledge of statutory frameworks in health and social care and relevant policies, guidance and developments nationally which impact on Adult Social Care services. | **x** |  |  | |
| An extensive knowledge of health and social care pathways and the type of support and resources which benefit service users and carers. | **x** |  |  | |
| An excellent knowledge of Occupational Therapy methods, practices and models and their application in a range of settings. | **x** |  |  | |
| Good working knowledge of Microsoft Office applications. | **x** |  |  | |
| A good understanding of motivational leadership |  | **x** |  | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Recent post-qualification experience of working in a statutory health or social care setting, undertaking complex 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. | **x** |  |  | |
| Extensive experience of achieving positive outcomes for service users, carers and the community through multi-disciplinary and partnership working. | **x** |  |  | |
| Extensive experience of working as a member of a multi-disciplinary team and taking the lead on aspects related to the rehabilitation and/or maximizing independence goals of service users. | **x** |  |  | |
| Experience of leadership in terms of accountability, resilience, and influence. | **x** |  |  | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| To demonstrate a high level of professional competence as an OT. | **x** |  |  | |
| Ability to provide high quality professional supervision to qualified and unqualified staff, and to promote their continuous professional development. Ability to use supervision to maximise personal effectiveness and professional development. | **x** |  |  | |
| Ability to motivate influence and lead staff including using performance management and staff development techniques to deliver performance and quality improvement. | **x** |  |  | |
| IT skills and keyboard skills to be proficient in the use of Outlook, Word and client database systems. | **x** |  |  | |
| Ability to communicate clearly and effectively both orally and in writing, including use of financial and activity data, report writing, presenting, and negotiating. | **x** |  |  | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| A relevant professional qualification in Occupational Therapy and current registration with the HCPC. | **x** |  |  | |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**