



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Occupational Therapist	<b>Grade:</b> PO1-PO2
<b>Section:</b> Adult Specialist Community Services	<b>Department:</b> Adult Services
<b>Responsible to following manager:</b> Team Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last Review Date</b> April 2016

#### 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 Occupational Therapist provides specialist assessments and intervention planning for the provision of adaptive and rehabilitative therapeutic approaches to maximise functional independence in activities of daily living within the homes of adults in the community with complex disability needs. This includes the prescription of specialist disability equipment and minor home adaptations and making recommendations for major adaptations to service users' homes through the Disabled Facilities Grant process. The post holder will also be required to carry out Social Care Assessments and reviews as necessary in accordance with generic tasks to meet the needs of Service Users, working in an integrated way.

## **Specific Duties and Responsibilities**

1. To arrange and undertake specialist Occupational Therapy assessments of individual complex disability needs and design adaptive / rehabilitative client- centred intervention plans, making best use of resources, in order to maximise service users' functional independence in activities of daily living within their homes.
2. To undertake complex Moving & Handling Risk Assessments, assessing the needs of both service users and carers; provide specialist moving and handling equipment, recommendations, advice, demonstration, support, training and a Personal Handling Plan to minimise risk to both service users and carers and to maximise service users' independence and dignity.
3. 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 service user's functional disability needs and to assess if a property is suitable or adaptable to meet their housing needs.
4. To prescribe, order or recommend specialist disability equipment, minor adaptations and standard wheelchairs and then train service users and their carers in their safe installation, maintenance and use.
5. To make detailed recommendations and drawings for major adaptations to service users' 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 service users who are not eligible for the Grant to carry out structural works privately.
6. To carry out generic social care assessments reviews and to arrange packages of care as appropriate to meet specific service users needs and to lead on the support to that individual in conjunction with members of the multi disciplinary team.
7. To respond appropriately to urgent referrals and prioritise workload in response to levels of risk and duty of care, within agreed workload through-put targets. To hold a caseload appropriate to the level of expertise, experience and personal development of the post holder, and to provide ongoing expert OT advice and case liaison with colleagues and partner staff.
8. To ensure assessments, intervention plans, handling plans and any other relevant information, are shared with the service user, their carers and other agencies as required, within professional standards, law and local policies on confidentiality and data protection. To signpost and/or refer service users and their carers/ families to other services as appropriate.
9. To ensure the highest level of data quality for all information recorded, in line with both College of Occupational Therapists and local case recording standards and policies. 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.

10. To provide formal clinical supervision and ongoing informal advice to a Social Care Assessor and provide support to colleagues in teams across the Directorate. To be willing to undertake appropriate training to become a fieldwork educator and to accept OT student placements when appropriate to the needs of the service.

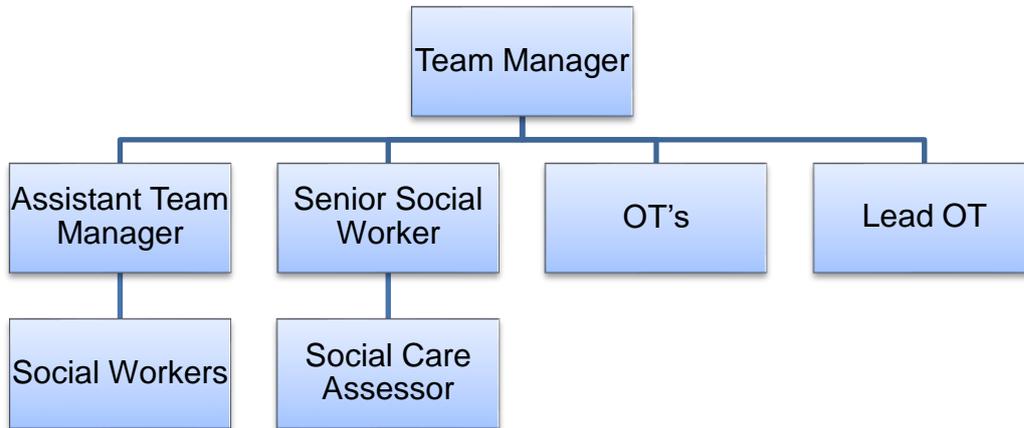
### **Generic Duties and Responsibilities**

- 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 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.

### **Additional Information**

- To act up for the Lead OT in their absence when requested or as necessary, in order to support other staff and to make professional OT decisions or recommendations in complex or emergency situations.

**Current 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.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
A sound knowledge of relevant social care and health legislation and relevant policies.	A and I
A sound knowledge of health and social care pathways and the type of support and resources which may benefit service users 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
<b>Experience</b>	
Some recent post-qualification 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	A and I

specialist disability equipment, minor and major adaptations (DFGs) to improve functional independence.	
Experience of achieving positive outcomes for service users 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 service users.	A and I
<b>Skills</b>	
Core skills, e.g. assessment, moving and handling techniques, use of outcome measures, to enable promotion and achievement of maximum independence for service users.	A and I
Ability to work as an autonomous practitioner and ability to organise, problem-solve, prioritise and delegate 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
<b>Qualifications</b>	
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**