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

**Job Description**

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|  **Job Title:** Specialist Housing OT | **Grade**: PO4 |
| **Section:** HIA | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**HIA manager | **Responsible for following staff:**Caseworkers and Surveyors  |
| **Post Number/s:** RWH7140 | **Last review date:** February 2021  |

**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**

To work as part of the HIA team working closely with the team leader to ensure that the service meets the needs of vulnerable clients who require adaptations to enable them to live independently in their own homes.

The post holder will provide specialist advice and assistance across the Housing Service, this will include undertaking specialist assessments of the Housing Needs of disabled people, advising on the adaptation potential of vacant permanent and temporary accommodation and advising on appropriate housing.

**Specific Duties and Responsibilities**

1. To work as part of the Home improvement agency responsible for adapting and providing specialist equipment to clients who are disabled to enable them to continue to live independently.
2. To work closely with the team manager and senior surveyors in reviewing the Service to ensure that we provide the best possible outcome for service users.
3. In conjunction with Senior Surveyors and OT’s research the market for new products which becomes available to determine if they are suitable for use within the HIA.
4. To undertake joint visits with Senior Surveyors dealing with complex cases to determine the technical feasibility and most cost-effective solution to a scheme requiring adaptation or improvement.
5. To supervise the work of the junior surveyors and caseworkers, training and inducting them to undertake straight forward assessments which require minor adaptations and/or equipment.
6. To view Void properties with Surveyors and/or Contractors to determine if they can be adapted to meet the complex needs of clients on the PDQ list.
7. To view and assess vacant Council properties and temporary accommodation properties to determine if they are suitable to allocate to a person with a disability.
8. To adhere to the Code of Ethics and Professional conduct standards of the college of Occupational Therapists.
9. You will be required to undertake specialist assessments of the Housing Needs of disabled people who do not have an allocated OT working with them. These assessments will determine if clients should be placed on the PDQ list.
10. You will offer advice and assistance to Housing Officers who are working with the most vulnerable clients, who are disabled and have complex needs to ensure they are placed in appropriate accommodation. These clients could be wheelchair users, have degenerate and life limiting conditions or have complex physical and mental health issues.
11. You will also advice on cases that need to be housed as a priority because of complex medical conditions.
12. You will also need to represent Housing in meeting and forums and work in partnership with Adult and Children services, to help plan implement and evaluate services provided to disabled service users and make recommendations for changes/improvement.

**Generic duties**

* 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**

**Team structure**

**Person Specification**

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|  **Job Title:** Specialist Housing Occupational Therapist | **Grade**: PO4 |
| **Section:** Home Improvement Agency | **Directorate:** Housing and Regeneration |
| **Responsible to:** Home Improvement Agency Manager | **Responsible for:** Caseworkers and Surveyors |
| **Post Number/s:** RWH7140 | **Last Review Date:** February 2021  |

**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**  |
| Knowledge of legislation, housing policies and professional developments influencing service delivery. | AF/I |
| Good knowledge of Housing OT work e.g. assessment, disability issues, inclusive design and new-build development, adaptation work, independence equipment and carers issues | AF/I |
| Strong working knowledge of the social model of disability, preventative approaches and resources to enable people to live independently in the community, to work in partnership with service users and other agencies and to recognise and evaluate risk and make appropriate recommendations.  | AF/I |
| **Experience**  |
| Experience of working in a Local Authority setting working with both clients and technical experts. | AF/I |
| Experience of assessing disabled people, analysing problems and suggesting appropriate options to assist. | AF/I |
| Understanding of and commitment to the Council’s equal opportunities policies and ability to put into practice in the context of this post. | AF/I |
| **Skills**  |
| Skills to organise work effectively, ability to work under pressure and ensure that priorities and performance targets are met. Ability to work autonomously.  | AF/I |
| Ability to work collaboratively with building surveyors, architects, developers and contractors to find solutions to meet the needs of disabled people in relation to their physical home environment. | AF/I |
| Ability to interpret plans and drawings. | AF/I |
| Excellent communication skills verbally and in writing and the ability to keep accurate written records and manage administration systems relevant to the postholders activities. | AF/I |
| **Qualifications**  |
| BscOT/Dip. COT and HCPC registered |  |
| Holder of current driving license/car driver |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**