

<b>Title</b> <b>Children's Occupational Therapist (Newly Qualified –Band A)</b>	<b>Department</b> <b>Children and Families and Cultural Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> Based within the Integrated Children's Disability Team the OT will work alongside other Occupational Therapists to deliver safe and effective equipment and adaptation solutions within the child's home environment, and within short breaks environments aimed at promoting the upbringing of the child by their own families / carers.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To carry out assessments of need under the Children's Act 1989 and the Chronically Sick and Disabled Persons Act in relation to disability and eligibility for services in line with departmental policy.</li> <li>2. To work in accordance with Nottinghamshire's Safeguarding Children policy and procedures.</li> <li>3. Maintain an occupational therapy caseload whilst continuously developing skills and experience with appropriate supervision and support.</li> <li>4. To assist in co-ordinating and developing packages of care for children and young people in conjunction with other colleagues.</li> <li>5. To undertake assessment and provide equipment and advice and guidance on structural adaptations within current legislation and departmental policy with support and guidance from the Senior Practitioner or OT Manager.</li> <li>6. To liaise with colleagues within the Children and Young People's services Division/Adult Social Care &amp; Health, private and voluntary sectors.</li> <li>7. To maintain a case load which will include identifying and managing associated risks with the appropriate oversight, direction and support of the line manager/supervisor.</li> <li>8. To monitor and review on going case work associated with meeting identified needs.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. For completing assessments of need and making appropriate provision.</li> <li>2. For completing assessments within departmental timescales.</li> <li>3. For providing advice and support to team members.</li> <li>4. For raising and documenting concerns in respect of safeguarding.</li> <li>5. For completing accurate timely case records.</li> </ol>	

9. To keep accurate records and to update electronic case files in line with policy and good practice.
10. To give advice to persons with a disability and their family and carers.
11. To participate in and contribute to training courses as appropriate.
12. To participate in and contribute to supervision with line manager.
13. To have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.
14. To work in accordance with health and safety policy and legislation.
15. To be aware of the requirements of the Data Protection Act and other legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.
16. Any other duties which may reasonably be regarded as within the nature of the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
17. To understand and seek support to carry out risk assessments in respect of the use of restrictive equipment and/or adaptations and balance this with the need to meet assessed clinical needs.
18. To have a knowledge and understanding of using an incremental approach when assessing and prescribing.

**The post holder will perform any duty or task that is appropriate for the role described**

**Person Specification****Education and Knowledge**

1. Occupational Therapist (dipCOT/BSc/Msc)
2. Registered with the Health Professional Council
3. Current full driving license and use of a car that is insured for business purposes.
4. Commitment to continued professional development.

**Experience**

1. Experience of working with children, young people and families and/or vulnerable adults in the field of social care.
2. To have an awareness of safeguarding.
3. Working in collaboration with other disciplines and agencies.
4. Experience of receiving formal supervision.
5. Knowledge and understanding relating to the assessment and provision of both minor and major adaptations in line with legislation.
6. Have the ability to keep timely, accurate and detailed records.
7. The ability to work independently and as a team member.
8. Awareness and ability to assess and make provision of equipment in line with a child or young person's disability.
9. Knowledge of moving and handling.
10. Understanding of when it may be necessary to complete a risk assessment.
11. Knowledge of legislative and professional issues.
12. Knowledge of Equality and Diversity issues and their relevance to practice.

**Personal skills and general competencies**

1. A high level of personal drive and commitment to excellent customer care.
2. Good interpersonal skills which can be utilised throughout the role.
3. Ability to make decisions and solve problems to meet operational targets and be creative in making decisions.
4. Ability to be effective with the use of resources.
5. Ability to solve problems in flexible and creative ways and apply new information quickly.
6. Effective written and verbal communication skills including the ability to write reports.
7. Ability to recognise stress in self and seek support and guidance from line manager. .
8. Ability to be flexible in order to meet the service demands.

**Role Dimensions**

1. To complete comprehensive, timely assessments and make appropriate provision to meet identified needs
2. To update and maintain inputting of data on the OT teams databases.
3. To assist the team meets the core duties of the OT business on a day to day basis.

*Please attach a structure chart*

Date 18.12.2018

Tier 7 – Occupational Therapist Childrens / Newly qualified / Band A

<b>Title</b> <b>Children's Occupational Therapist (Band B)</b>	<b>Department</b> <b>Children Families and Cultural Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> Based within the Integrated Children's Disability Team the OT will work alongside other Occupational Therapists to deliver safe and effective equipment and adaptation solutions within the child's home environment, and within short breaks environments aimed at promoting the upbringing of the child by their own families / carers.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To carry out assessments of need under the Children's Act 1989 and the Chronically Sick and Disabled Persons Act in relation to disability and eligibility for services in line with departmental policy.</li> <li>2. To work in accordance with Nottinghamshire's Safeguarding Children policy and procedures.</li> <li>3. To co-ordinate and develop packages of care for children and young people in conjunction with other colleagues.</li> <li>4. To undertake assessment and provide equipment and advice and guidance on structural adaptations within current legislation and departmental policy.</li> <li>5. To liaise with colleagues within the Children and Young People's services Division/Adult Social Care &amp; Health, private and voluntary sectors.</li> <li>6. To maintain a case load which will include risk management work with the appropriate oversight and direction of the line manager/supervisor.</li> <li>7. To monitor and review on going service provision.</li> <li>8. To keep accurate records and to update electronic case files in line with policy and good practice.</li> <li>9. To give advice to persons with a disability and their family and carers.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. For completing assessments of need and making appropriate provision.</li> <li>2. For completing assessments within departmental timescales.</li> <li>3. For providing advice and support to junior team members.</li> <li>4. For raising and documenting concerns in respect of safeguarding.</li> <li>5. For completing accurate timely case records.</li> </ol>	

<p>10. To participate in and contribute to training courses as appropriate.</p> <p>11. To participate in and contribute to supervision by the OT Manager.</p> <p>12. To have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</p> <p>13. To work in accordance with health and safety policy and legislation.</p> <p>14. To be aware of the requirements of the Data Protection Act and other legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.</p> <p>15. Any other duties which may reasonably be regarded as within the nature of the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.</p> <p>16. To undertake risk assessments in respect of the use of restrictive equipment and/or adaptations and balance this with the need to meet assessed clinical needs.</p>	
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<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

***Person Specification***

***Education and Knowledge***

1. Occupational Therapist (DIPcot/BSc/Msc)
2. Registered with the Health Professional Council
3. Current full driving license and use of a car that is insured for business purposes.
4. Evidence of continued professional development.

***Experience***

1. Experience of working with children and young people and families and/or vulnerable adults in the field of social care and in the context of safeguarding.
2. Working in collaboration with other disciplines and agencies, including field social workers and CAMHS
3. Experience of receiving formal supervision.
4. Experience in the assessment of and provision of both minor and major adaptations in line with legislation.
5. Experience and commitment to promoting a quality service which reflects the diverse needs of service users.
6. Experience in keeping timely, accurate and detailed records and constructing reports, formal letters and risk assessments.
7. Experience of working independently and as a team member.
8. Experience of assessing for and making provision of specialist paediatric equipment.
9. Experience and knowledge of moving and handling.
10. Experience of completing in-depth OT assessments and developing appropriate care plans to meet assessed needs.
11. Understanding and experience of completing risk assessments.
12. Knowledge of legislative and professional issues.
13. Understanding of risk as applied to individual disabled children/persons and the implications for professional practice.

***Personal skills and general competencies***

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers and can be applied in a variety of situations.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Ability to solve problems in flexible and creative ways and apply new information quickly.
6. Effective written and verbal communication skills including the ability to write reports.
7. Ability to recognise stress in self and devise appropriate strategies to deal with it.
8. Ability to be flexible in order to meet the service demands.

Tier 7 – Experienced / Professional Staff

14. Knowledge of Equality and Diversity issues and their relevance to practice.	
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***Role Dimensions***

1. To complete comprehensive, timely assessments and make appropriate provision to meet identified needs
2. To update and maintain inputting of data on the OT teams databases.
3. To assist the team meets the core duties of the OT business on a day to day basis.

*Please attach a structure chart*

Date 18.12.2018