



<b>Title</b> <b>Occupational Therapist (Newly Qualified Band A)</b>	<b>Department</b> <b>Adult Social Care, Health &amp; Public Protection</b>	<b>Post Ref</b>
<b>Job Purpose</b> To be responsible for the occupational therapy assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of choice and control, personalisation and self-directed support to ensure that service users can assess and manage their own occupational performance needs, risks and uncertainties.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Be responsible for the occupational therapy assessment, support planning and review of individual needs and initiate and co-ordinate of a range of outcomes to meet them that promote independence.</li><li>2. Undertake occupational therapy assessments using a range of health and social care tools: activity analysis, graded goal setting, environmental risk assessments, moving and handling risk assessments, Mental Capacity assessments and continuing healthcare assessments for OT specific reasons.</li><li>3. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.</li><li>4. Promote independence and personalisation to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short and long term goals.</li><li>5. Identify community and other natural support resources, maximising individual's assets and capabilities by using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy.</li><li>6. Monitor and review ongoing occupational therapy service provision, ensuring all parties involved are fully coordinated, as necessary.</li><li>7. Provide professional information, advice and support to other staff and colleagues, by building positive relationships and partnerships.</li><li>8. Provide professional information, advice and support to service users and their carer`s,</li><li>9. To undertake and develop skills in using the Mental Capacity Act and safeguarding work in relation to occupational therapy specific issues..</li><li>10. Maintain an occupational therapy caseload whilst continuously developing skills and experience, with appropriate supervision and support.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Maintain professional occupational therapy standards and be accountable for own performance.</li><li>2. Accountable for the quality of the work undertaken.</li><li>3. Alert managers of issues that could affect quality, performance or budget.</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy.</li><li>7. Take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties.</li><li>8. Exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the county</li></ol>	

<ul style="list-style-type: none"> <li>11. Following appropriate training, undertake occupational therapy related assessments using a range of health and social care tools, for example, contributing to continuing health care assessments.</li> <li>12. Organise and manage your workload independently, under the supervision and guidance of the OT senior Practitioner and/or Team Manager.</li> <li>13. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li> <li>14. Contribute to practice and service development.</li> <li>15. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</li> </ul>	<p>council or provided or issued by a third party for individual or collective use in the performance of your duties.</p>
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>	

<b>Person Specification</b>	
<b><i>Education and Knowledge</i></b> <ol style="list-style-type: none"> <li>1. An Occupational Therapy Qualification recognised by the Health and Care Professions Council (HCPC).</li> <li>2. Registration with HCPC</li> <li>3. To have completed or be willing to undertake Assessed and Supported Year in Employment (ASYE), or able to provide evidence of post graduate continued professional development that includes up to date evidence of mandatory and service related training</li> <li>4. Any additional qualifications or relevant training relevant to service area.</li> <li>5. Knowledge of community care services within a health or social care setting.</li> <li>6. Detailed knowledge of legislation in relation to adult social care services and occupational therapy.</li> <li>7. Detailed knowledge of current adult social care, health and housing policy drivers.</li> <li>8. Proficient knowledge and use of IT systems</li> </ol>	<b><i>Personal skills and general competencies</i></b> <ol style="list-style-type: none"> <li>1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties.</li> <li>2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>5. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<b><i>Experience</i></b> <ol style="list-style-type: none"> <li>1. At least two years' experience of care work gained through training, paid employment or extensive personal experience or voluntary work.</li> <li>2. Experience of operating as part of a team.</li> <li>3. Experience of independently managing an occupational therapy workload and prioritising demands and tasks to meet objectives efficiently.</li> <li>4. Experience of keeping detailed records and constructing reports or formal letter/submissions.</li> <li>5. Experience of working with the public.</li> <li>6. Demonstrable experience of using information technology in a range of applications.</li> <li>7. Experience of negotiating with representative of partner agencies to achieve objectives.</li> </ol>	
<b><i>Role Dimensions</i></b> <ol style="list-style-type: none"> <li>1. Undertake occupational therapy assessments which may involve multi professional working or require urgent responses.</li> <li>2. Assess the individual's functional abilities, needs and potential for independence in relation to an activity and the environment.</li> <li>3. Where appropriate, design implement monitor and review Reablement Programmes that are person centred, have clear goals and are tailored to meet individuals needs</li> <li>4. Demonstrate appropriate techniques to service users, carers and staff in order to maximise independence.</li> <li>5. Contribute towards the training and skills development of other social care staff and provide professional expert occupational therapy advice and share reabling techniques to other professionals</li> <li>6. Make recommendations for the provision of equipment and minor adaptations, moving and handling equipment, assistive technology and /or major structural adaptations to enable individuals to have a greater level of independence.</li> </ol>	

7. Construct documents, reports and specialist assessments, as appropriate and required. E.g. Risk enablement plans, moving and handling assessment and plans, housing assessments and recommendations.
8. Following appropriate training participate in statutory duties and activities under the guidance and supervision of more experienced qualified staff.
9. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
10. Carry out either solo or joint home visits with other professionals where appropriate and contribute to discharge planning in a multi professional environment, when required.
11. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
12. Understand, maintain and apply current departmental policies to occupational therapy casework and work requirements.
13. Take up opportunities for relevant training specific to occupational therapy role and contribute effectively towards development of new systems, processes and ways of working.
14. To work towards practice educator status and assist with the mentoring of students on placement with the team.
15. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
16. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre and service advisers and colleagues within the multi-disciplinary team.

*Please attach a structure chart*

Date: 2.5.18 V1



Title	Department	Post Ref.
Experienced Occupational Therapist (Band B)	Adult Social Care, Health & Public Protection	
<b>Job Purpose</b> To be responsible for both the occupational therapy assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of choice and control, personalisation and self-directed support to ensure that service users can assess and manage their own occupational performance needs, risks and uncertainties.		
<b>Key Responsibilities</b>  1. Maintain a complex occupational therapy caseload and be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate a range of outcomes that promote independence. 2. Undertake occupational therapy assessments using a range of health and social care tools: activity analysis, graded goal setting, environmental risk assessments, moving and handling risk assessments, Mental Capacity assessments and continuing healthcare assessments for OT specific reasons. 3. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required. 4. Promote independence and personalisation to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short and long term occupational performance goals. 5. Identify community and other natural support resources, maximising individual's assets and capabilities by using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy. 6. Monitor and review ongoing occupational therapy service provision, ensuring all parties involved are fully coordinated, as necessary. 7. Provide professional information, advice and support to other staff and colleagues, by building positive relationships and partnerships. 8. Provide professional information, advice and support to service users and their carer`s, 9. To undertake safeguarding investigation work in relation to people and their specific occupational therapy issues. 10. Organise and manage an occupational therapy caseload, independently whilst continuously developing skills and experience, with supervision and guidance from the OT Senior Practitioner or Team Manager		<b>Key Accountabilities</b>  1. Maintain professional occupational therapy standards and be accountable for own performance. 2. Accountable for the quality of the work undertaken. 3. Alert managers of issues that could affect quality, performance or budget. 4. Assist managers to meet specific service targets within agreed resources. 5. Assist team in maintaining appropriate partnership arrangements. 6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy. 7. Take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties. 8. Exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the county council or provided or issued by a third party for individual or collective use in the performance of your duties.

11. Liaise and negotiate with local providers and support networks to deliver better outcomes. 12. Contribute to practice and service development, including advising, mentoring and assisting less experienced staff. 13. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties. 14. Undertake the role of Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA), when trained and approved.	
<b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b>	

### ***Person Specification***

#### ***Education and Knowledge***

1. An Occupational therapy qualification recognised by the Health and Care Profession Council (HCPC).
2. Additional qualifications or training relevant to occupational therapy (or a willingness to train for): , Best Interest Assessor, AMPH, British Sign Language, blind / deaf qualification, Apple Accredited Practice Educator
3. Registered with the HCPC and evidence of continuous professional development.
4. Evidence of or willingness to undertake post graduate study.
5. Detailed knowledge of community care services within health or social care settings.
6. Detailed knowledge of the legislation and policy in relation to adult community care services.
7. Detailed knowledge of current adult social care and health policy drivers.

#### ***Experience***

1. At least two years post qualification experience which clearly evidences the ability to undertake occupational therapy tasks and responsibilities within complex and demanding situations where elements of risk will be present.
2. Experience of operating as part of a team and assisting others in their work.
3. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively.
4. Experience of keeping detailed records and constructing reports or formal letter / submissions.
5. Experience of working with members of the public who require support with complex issues.
6. Demonstrable experience of using information technology in a range of applications.
7. Experience of negotiating with partner agencies to achieve objectives.

#### ***Personal skills and general competencies***

1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties.
2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
5. Ability to meet agreed objectives and delivery targets by the effective use of resources.

### ***Role Dimensions***

1. Undertake complex occupational therapy assessments where elements of risk management are common and urgent responses may be required, within a multi-professional environment.
2. Assess an individual's functional abilities in relation to the occupational tasks and activities that are meaningful to them, identifying the potential for their independence in occupational activities and make strengths based recommendations that prevent or delay the need for social care.
3. Where appropriate, plan, implement and review Reablement or Enablement programmes that are occupation focused, establishing clear person centred goals tailored to individual needs.
4. Demonstrate appropriate rehabilitative and reabling techniques to service users, carers and staff to maximise the individuals independence
5. Contribute towards the skills development of other social care staff, providing professional expert occupational therapy oversight, support, guidance and advice to other professionals, including mentoring new workers.
6. Act as a Practice Educator and take occupational therapy students on a regular basis.
7. Undertake safeguarding investigations for specific Occupational therapy issues, including risk assessments and associated activities.
8. Make recommendations for provision of highly specialised equipment, including complex moving and handling equipment, assistive technology and or structural Major adaptations to meet people's occupational performance needs and outcomes enable them to have greater independence
9. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
10. Carry out joint visits with other professionals where appropriate and engage multi professional, personal centred support planning.
11. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
12. Understand, maintain and apply current departmental policies to casework and work requirements.
13. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
14. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
15. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre, service advisers and colleagues within the multi-disciplinary team.
16. Participate in countywide rotas for AMPH/BIA for specific occupational therapy cases, if post graduate qualification has been gained,

***please attach a structure chart***

Date: 21.5.18