

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: ADULT CARE

SECTION: NEIGHBOURHOOD TEAMS

LOCATION: VARIOUS

JOB TITLE: OCCUPATIONAL THERAPIST

POST NUMBER:

Grade: 7/8

Accountable to: Team Manager

Hours of Duty: 37

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

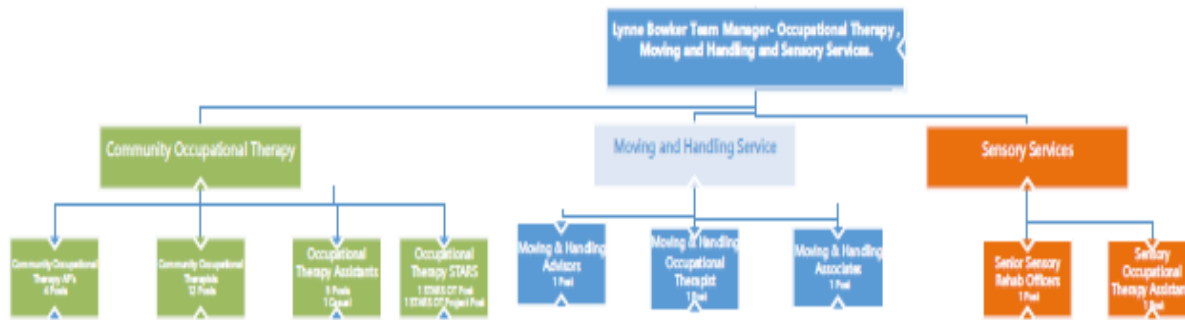
An enhanced DBS check is necessary for this position

The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid

This post is/is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

TEAM STRUCTURE



PURPOSE AND OBJECTIVES OF THE JOB

To ensure that people in need of social care services and their carers receive services which meet their needs by:

- Carrying out an assessment of needs of individuals and their carers in line with current social care legislation and RBC policies and procedures.
- Providing advice and support to enable service users and their carers to live as independently as possible.
- Equipment and adaptations, on occasion commissioning packages of care which are person centred and meet the needs of eligible individuals and their carers.
- Commissioning services and using resources in a cost effective and efficient manner.
- Establishing and developing effective working relationships with other agencies, both internal and external.

Control of Resources

Personnel

To be responsible for managing and motivating of self both as an individual and as a member of the service.

Following accreditation as a Practice Teacher to supervise students from time to time

Financial

To manage any financial resources delegated to the postholder by the Finance Manager in accordance with the financial regulations of the Council.

Premises, Equipment and Materials

To ensure effective and appropriate use and security of information systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the postholder.

Data and Information Security

Responsible for management and security of data for areas of responsibility.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Council's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Staff within the Service
 Staff of other Services

External: Other key stakeholders

Responsibilities

The post holder must -

- (i) Ensure that the council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Work in accordance with the Royal College of Occupational Therapists Code of Practice and Health Care Professions Council Code of Practice.
- (iii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iv) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

Grade 7 Occupational therapist

1. To ensure that the Council's duties under relevant legislation are discharged in accordance with Council Policy in relation to individual service users and carers.
2. To assist with screening referrals to ensure eligibility in line with The Care Act 2014.
3. To carry and manage a caseload as directed by line manager/team manager.
4. To ensure both paper and electronic case records are maintained, reports produced in accordance with statutory requirements and service and interagency policies and procedures.
5. To assess the social care needs of individuals and their carers in their own home within a multi-disciplinary framework including where appropriate undertaking a risk assessment.

6. To recommend the provision of disability equipment for daily living and instruct eligible service users and carers in their use.
7. To assess, and recommend appropriate Occupational therapy interventions and monitor the adaptations to eligible service users homes to maintain and support independence.
8. When appropriate assess and make recommendations on the housing needs of eligible service users and the suitability of properties.
9. To arrange and purchase services which meet the needs and wishes of service users and carers using available resources efficiently and effectively.
10. To participate in training and other Continuing Professional Development opportunities for the professional development of self and others in line with Health Care Professions Council and Royal College of Occupational Therapy Practice Standards.
11. To undertake supervision of students and support new staff to the authority.
12. To establish and develop effective collaborative working relationships with the staff of other organisations, statutory and independent.
13. As a team member, contribute to the development of social care services for all adults and to ensure their effective integration with other services provided by the Service, the Council and other agencies.
14. To educate and advise service users, families, carers and staff in aspects relevant to Occupational therapy interventions including coping strategies to maximise independence and maintain functional skills e.g. grading tasks
15. To co-operate in the effective implementation of Service and council policies for staff care , in particular:
 - regular, structured formal supervision of all employees, including practice teaching
 - appropriate worked based assessment of social care vocational qualifications and other identified essential skills as per person specification
 - the identification of team issues and the development of teams of supportive groups
16. To ensure that the Council's commitment to public service and customer care is addressed in all dealings with the public and service users and their representatives including responses to representations and complaints.
17. To fully understand, actively promote and implement the Council's and The Service's Health and Safety Policy.

Grade 8 – Experienced Occupational therapist

In addition to the Grade 7 responsibilities listed above, an experienced Occupational Therapist (Grade 8) should demonstrate the following

1. As an experienced Occupational Therapist, be more autonomous in the role with the ability to demonstrate expert and effective practice in complex situations, assessing and managing higher level of risk, striking a balance between support and control and liaising with a wide range of professionals including more senior levels
2. There is an expectation for experienced Occupational Therapists to manage complex caseloads, offering skilled opinion to colleagues both within and outside the organisation to inform complex and holistic person centred assessments. They may be expected to chair a wide range of meetings and conferences, offering expert support, producing high quality assessments and reports.

3. They model good practice, setting expectations for others, taking responsibility and accountability for the practice of others, mentoring newly qualified Occupational Therapists, supervising and supporting unqualified staff members with decision making and risk assessing.
4. Experienced Occupational Therapists will be expected to either hold or be willing to work towards a qualification as a Best Interest Assessor
5. As a Grade 8 Occupational Therapist there may be supervision responsibilities for junior staff as directed by Manager.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).
- 3 To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity
- 4 To maintain and actively promote good industrial relations with internal and external team members and stakeholders.

Job Description prepared by	Lynne Bowker	Date	03/01/2020
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

Rochdale Borough Council Person Specification
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Service :	Adult Social Care	Post:	Occupational Therapist
Section :	Neighbourhood Teams	Post Number:	
Job Ref:		Grade:	7/8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	Are you able to visit service users at home?	E	AF and I
2	Are you willing to travel around the borough and other locations regionally as required?	E	AF and I
3	Are you able to work flexibly in accordance with the requirements of the service?	E	AF and I
4	Hours may be required to be worked over 7 days, as per the needs of the service (<i>delete as appropriate</i>)	E	AF and I
(b) Qualifications and Experience			
5	Do you have a Degree or Diploma in Occupational Therapy (or equivalent Royal College of Occupational Therapists recognised qualification)?	E	AF and check qualification at interview
6	Do you have current registration with the Health Care Professions Council?	E	AF and check registration at interview
(c) Skills and Knowledge			
7	Please demonstrate your understanding of the disability and social care needs of service users and carers	E	AF and I
8	What is your knowledge of relevant social care and housing legislation and guidance?	E	AF and I
9	What is your knowledge of disabling conditions and their impact on the lives of service users and carers?	E	AF and I
10	What is your knowledge of disability equipment and housing adaptations?	E	AF and I
11	What capacity and willingness to solve problems do you have?	E	AF and I
12	How would you arrange appropriate services within financial limits and use resources creatively?	E	AF and I
13	How would you operate effectively as a member of a team?	E	AF and I
14	What abilities do you have in order to work on your own initiative?	E	AF and I
15	How do you communicate clearly, verbally and in writing in a professional manner?	E	AF and I
16	What IT skills do you have?	E	AF and I
17	How would you maintain case records in line with Council policy?	E	AF and I
18	How would you relate effectively to a wide range of people in the public, private and voluntary sectors including service users, carers and community groups?	E	AF and I
(g) Behaviours and Values			
19	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
20	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	E	AF/I
21	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months	E	AF/I

since you left the Armed Forces.		
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