

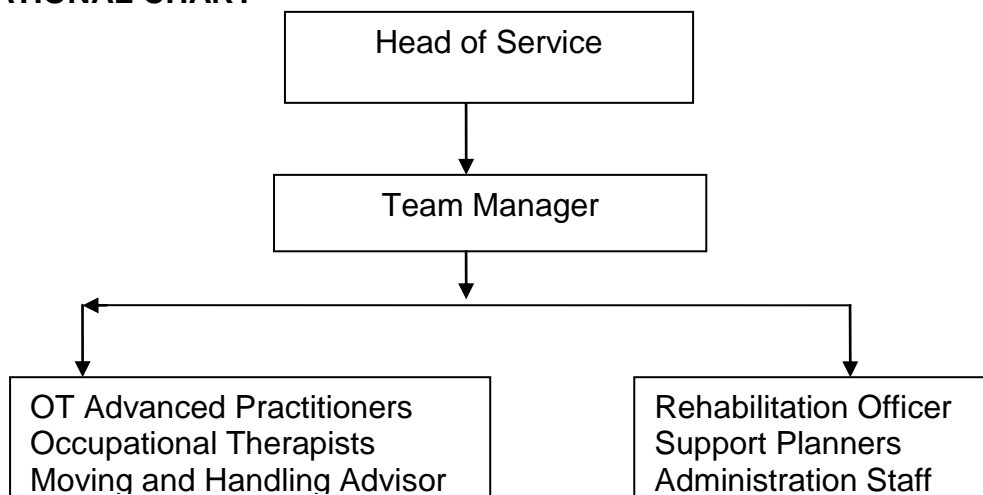
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	<b>ADULT CARE</b>
<b>SECTION:</b>	<b>COMMUNITY OCCUPATIONAL THERAPY, HANDLING AND SENSORY IMPAIRMENT TEAMS</b>
<b>LOCATION:</b>	<b>NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE</b>
<b>JOB TITLE:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>POST NUMBER:</b>	
<b>Grade:</b>	Grade 7/8
<b>Accountable to:</b>	Team Manager
<b>Hours of Duty:</b>	37 hours per week in accordance with the Service's Work Life Balance Scheme.
<b>Any Special Conditions of Service:</b>	<p>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 R B C.</p> <p>An enhanced DBS check is necessary for this position</p> <p>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</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

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

### **ORGANISATIONAL CHART**



## **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 the 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 the 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 in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

### **Principal Duties**

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 carry and manage a caseload as directed.
3. To assist with screening referrals to ensure eligibility in line with The Care Act 2014.
4. To ensure that both paper and electronic case records are maintained, and 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 within a multi-disciplinary framework.
6. To recommend the provision of disability equipment for daily living and instruct service users and carers in their use.
7. To assess, recommend and where appropriate monitor the adaptations to service users homes.
8. When appropriate to assess and make recommendations on the housing needs of 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.
12. To establish and develop effective collaborative working relationships with the staff of other organisations, statutory and independent.

13. As a team member to 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.

### **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 postholder (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 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
5. 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.
6. To fully understand, actively promote and implement the Council's and The Service's Health and Safety Policy.
7. As a Grade 8 Occupational Therapist there will be supervision responsibilities for junior staff as directed by Manager.

To maintain and actively promote good industrial relations

Job Description prepared by	Tracey Little	Date	08 August 2017
Agreed by Postholder		Date	
Supervisor		Date	
Service Director		Date	

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Adult Social Care</b>	<b>Post:</b>	<b>Occupational Therapist</b>
<b>Section :</b>	<b>Community Occupational Therapy</b>	<b>Post Number:</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>7/8</b>

**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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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
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	E	AF and I
<b>(b) Qualifications and Experience</b>		
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
<b>(c) Skills and Knowledge</b>		
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?	<b>E</b>	<b>AF and I</b>
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?	<b>E</b>	<b>AF and I</b>
<b>(d) Values and Behaviours</b>			
19	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	<b>AF/I</b>
<b>Armed Forces</b>			
20	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces	<b>D</b>	<b>AF/I</b>
21	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	<b>D</b>	<b>AF/I</b>