

**Job Description**

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| **Department** | **ICP** |
| **Job Title** | **Senior Occupational Therapist** |
| **Grade** | I |
| **Primary Purpose of Job** | To provide specialist input into meeting the needs of people with disabilities with a view to promoting their independence by offering advice /techniques, equipment, adaptations and support. |
| **Reporting To** | Team Manager/Clinical Lead - Independent Living Service  |
| **Direct Staffing Reports** |  |

**Main Duties**

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| **1** | To provide specialist needs assessment for people with disabilities.  |
| **2** | To formulate individual client centred care plans that promotes independence by offering advice, techniques, equipment, adaptations and support. |
| **3** | To provide specialist advice and support to service users, carers and care providers on the nature, impact and management of disability offering formalised training where appropriate. |
| **4** | To act as a key worker in the supervision and management of major complex adaptations schemes, liaising with housing services as necessary. |
| **5** | To train staff and informal carers on the use of equipment as necessary to ensure safe procedures and care. |
| **6** | To participate and assist in the training of staff and students both within and outside the service  |
| **7** | To maintain appropriate, adequate records of assessment including risk and other service user contact. |
| **8** | To adhere to policy, procedures and best practice and ensure that Adults are kept safe. |
| **9** | To offer a duty service with other team members on a rota basis. |
| **10** | To assist the Team Manager/ Clinical Lead in managing and prioritising the work of the team |
| **11** | To assist the Team Manager/Clinical Lead in the day to day management of the service with effective use of resources and controls on budgets |
| **12** | To advise individuals, families, carers and colleagues about alternative services and sources of universal services of help  |
| **13** | To assist the Team Manager with clinical supervision of the Disability Officers/ Community Assessment Officers and Junior Occupational Therapists, OT students on placement, ensuring safe practice. |
| **14** | To ensure that own practice meets the required professional Occupational Therapy Standards, compliance with the College of Occupational Therapy Code of Ethics and Professional Conduct and Heath Professional Council Guidance. |
| **15** | To work according to all Council polices and procedures relevant to the post. |
| **Date Job Description prepared/updated:** | **Oct 2018 – moved template April 22** |
| **Job Description prepared by:** | **Alison Smith** |

**Person Specification**

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| **Department** | **ICP** |
| **Job Title** | **Senior Occupational Therapsit**  |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Demonstrate knowledge of disability and the effect on people’s lives. | Application Form/Interview |
| 2. | Ability to assess individuals’ needs and formulate care plans making recommendations regarding appropriate techniques/ equipment / adaptations/support. | Application Form/Interview |
| 3. | Ability to assess risk to individuals and to carers (formal and informal) and implement appropriate ways of managing risk. | Application Form/Interview |
| 4. | Ability to communicate both verbally and in writing. | Interview |
| 5. | To have the ability to manage, organise, support and maintain the use of information technology systems and software. | Interview |
| 6. | Ability to work in partnership with other agencies, e.g. Social care providers, Housing and Health and coordinate provision of treatment/adaptations/ equipment. | Interview |
| 7. | To be able to manage caseload autonomously within time management and having good organisational skills | Application/ Interview |
| 8. | Ability to work as a member of a team and lead those less experienced in assimilate, evaluate and prioritise information.  | Interview |
| 9. | Must demonstrate a commitment to service users and the development of the service.Advocate effectively on behalf of customers  | Interview |
| 10. | To be able to reflect upon own practice and performance using supervision and support systems and take action to meet continuous professional development needs. | Interview/portfolio |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Diploma/ degree in Occupational Therapy. | Application / Certificate |
| 2. | Health Professions Council registration. | Application / Certificate |
| 3. | Minimum of three years post qualification experience | Application  |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 6. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| 7. | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Interview |
| 8. | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time and this will include an on-call rota for Saturdays. | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Appropriate formal qualification in moving and handling. | Application/ Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of working in a community setting | Application/ Interview |
| 2. | Experience of working in older people’s mental health arenas | Interview |
| 3. | Supervisory or management qualification | Application/ Interview |

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| **Date Person Specification prepared/updated** | **Oct 2018 – moved template April 22** |
| **Person Specification prepared by** | **Alison Smith** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





