**JOB DESCRIPTION**

DEPT: Adult Services Assessment & Care management

TEAM: Locality Team

POST DESIGNATION: COMMUNITY OCCUPATIONAL THERAPIST

RESPONSIBLE TO: Assistant Team Manager

POST OBJECTIVES: 1. To provide a specialist Occupational Therapy service for disabled people of all ages who have complex health, social and housing needs.

2. To assess the needs of disabled people, including those with chronic and terminal illness, in the community

3. To provide a specialist response in complex and highly complex cases, formulating and implementing intervention plans aimed at reducing the impact of disability and ill health

4. To support the employees of Tameside Communities, Childrens, Adults and Health, Tameside & Glossop Primary Care Trust and other agencies, by providing professional advice in respect of manual handling of loads, and the avoidance of injury, through safe working practice.

5. Manual handling/ergonomic risk assessment and development of handling plans to reduce risk.

6. To manage a complex caseload as an autonomous practitioner, evidencing high level problem solving and reasoning skills

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. To adhere to and apply the Code of Ethics and Professional Conduct for Occupational therapists (College of Occupational Therapy)
2. To independently manage a complex caseload in consultation with the Assistant Team Manager
3. To assess the needs of people with complex and specialist needs within the home environment, taking into account the needs of carers
4. To complete risk assessments where risks within the home environment cannot be reduced to a reasonable level
5. To carry out Manual Handling Assessments within the community and to minimise the handling risk to service users and carers.
6. To give advice on the management of disability to service users and carers, providing equipment and recommending long-term intervention, including major adaptations, in accordance with the authority's policy and guidelines
7. To work in partnership with service users and carers to determine the most appropriate intervention required to meet identified need
8. To liaise, negotiate and work jointly with other teams and agencies involved in organising and providing services
9. To maintain accurate and concise documentation consistent with legal and organisational requirements
10. To provide advice and information to people with low level needs and redirect to other services as appropriate
11. To provide support, guidance and training to new staff members, Occupational Therapy Assistants and students and also to staff in other teams to increase awareness of Occupational Therapy in the community

12. To provide support and supervision to an Occupational Therapy Assistant

13. To be involved team development activities and projects

EDUCATION AND DEVELOPMENT

1. To maintain an up to date knowledge of the services and practices relating to Occupational Therapy in the community
2. To maintain CPD in accordance with professional registration requirements
3. To attend meetings, workshops and seminars to meet training needs identified in Employee Development Reviews to develop knowledge and skills in areas specific to Disability Services
4. To undertake regular supervision in line with the policy

SPECIALIST KNOWLEDGE AND EXPERIENCE

1. To have an in-depth knowledge of relevant community care and housing legislation
2. To have a knowledge of eligibility criteria (Fair Access to Care Services), policies and procedures for the provision of equipment and recommendation of adaptations and policies and procedures relating to social care, health and housing.
3. To have an understanding of technical plans, housing adaptations and specialist disability equipment
4. To have knowledge and skill in Moving and Handling techniques

ORGANISATIONAL

1. To ensure that services are provided in accordance with service standards, procedures and best practice
2. To contribute to the evaluation and audit of services
3. To comply with legal and organisational standards for equal opportunities, data protection, freedom of information and health and safety at work

# TAMESIDE METROPOLITAN BOROUGH COUNCIL

**SOCIAL CARE AND HEALTH**

**PERSON SPECIFICATION**

**Division Adult Services**

**Designation Community Occupational Therapist**

**Personal requirements of a successful postholder Category**

**1. Educational Standard/Qualifications/Membership**

**of Professional Institutions (indicate grade)**

Diploma/Degree of College of Occupational Therapy E

Professional registration with HPC E

1. **Specialised Training**

In-Service training Courses:-

e.g. Counselling, Fieldwork Educator's Course, Manual Handling D

1. **Experience**

Previous experience of working in the community D

Previous experience in undertaking formal moving and handling D

Two years experience post qualification D

**4. Key Skills**

To organise and plan a large workload E

To liaise and work effectively with other departments and

agencies E

Problem solving E

Car driver or ability to travel E

IT skills D

**5. Key Knowledge**

An understanding of the general organisation of local D

authorities

A knowledge of the local authority's legal responsibility D

towards people with disabilities, living in the

community

Knowledge of Health and Safety Legislation for Moving D

and Handling of loads

An understanding of the implications of care in the E

community

An understanding of the aims and objectives of a E

community based occupational therapy department

**6. Key Aptitudes and Personal Qualities**

An analytical, methodical and resourceful approach to the

workload E

An ability to work well in a team situation, to be

supportive to other team members E

A willingness to assist with planning new developments E

A willingness to effectively promote the aims and

objectives of this service E

An ability to fulfil all spoken aspects of the role with confidence

through the medium of English E

**Key Information**

Category (E) Essential Recruitment without which the candidate would be unable to carry out the duties of the post.

Category (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.