**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT:** **Adult Social Care - Services**

**JOB TITLE: Dual Role, Occupational Therapy Assistant / Assistant Care manager**

**REF. NO:**

**GRADE: Career Grade F - G**

**JE REF:**

**RESPONSIBLE TO: Team Manager**

**MAIN PURPOSE**

* To assess the needs of vulnerable adults.
* To ensure that the provision of care, advice support and all other services required to meet identified needs is arranged and review in an efficient, sensitive, and cost effective manner.

**MAIN RESPONSIBILITIES**

1. Carrying out needs led assessments, implementation, commissioning, ordering, monitoring and reviewing care plans and service provision, including the supply and installation of equipment and adaptations.
2. After a period of induction and training, taking responsibility for workload cases, which will entail visiting clients within a hospital and the community setting, liaising with other staff in Acute and Primary Health Care, Social Services and Provider Organisations to ensure that identified needs are being met in the most effective way possible.
3. After training, providing advice, support and information to clients, their families and carers, members of the public, and other professionals, about all aspects of care provision for adults, including information about and assistance with claiming any relevant benefits.
4. To contribute to the Unit’s objective of ensuring the provision of high quality, cost effective services to vulnerable adults living in Poole.
5. To undertake such training as may be required to ensure that the duties of the post are carried out efficiently and effectively.
6. To maintain essential records of work done, and to provide information for statistical, financial, and planning purposes.
7. To input and access information on Unit computer databases.
8. To undertake such other duties as may be required from time to time commensurate with the level of the post.
9. To actively partake in regular supervision.
10. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and GDPR.

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Recent work experience in the field of Assistant Social Worker and/or Assistant Occupational Therapist involving direct contact with members of the public. * Experience in working as part of a team. * Demonstrate practice ability in the assessment and planning of a service user’s care needs. * Demonstrate practice ability to review an individual’s care plan. * Commissioning of services as identified in the needs led assessment. * Ordering of equipment as identified at assessment | Essential  Essential  Essential  Essential  Essential  Essential | Application Form  References  Interview |
| **QUALIFICATIONS/TRAINING**   * Educated to a minimum of 4 GCSEs or equivalent * NVQ 2 or equivalent in Social Care related subject. * Attendance/Certification of mandatory training. | Essential  Desirable  Essential | Application Form |
| **APTITUDES AND ABILITIES**   * Good communication and negotiation skills. * Ability to keep efficient written records of work done. * Ability to organise and prioritise work and meet deadlines. * Ability to relate to wide range of people with varied needs and social backgrounds. * Computer literate | Essential  Essential  Essential  Essential  Essential | Application Form  References  Interview |
| **KNOWLEDGE**   * Awareness of social, legal and political context within which social care services are delivered. * Knowledge and understanding of the services provided by the Occupational Therapy Team and Social Worker Team. * OTA and ASW experience | Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE/MOTIVATION**   * Ability to work co-operatively as part of a team. * Ability to manage tasks effectively on own initiative. * Flexible and adaptable approach to working arrangements. * Willing to undertake specific training. * Interests in developing own skills and contributing to development of those of other staff. | Essential  Essential  Essential  Essential  Essential | Application Form  References  Interview |
| **OTHER FACTORS**   * Enhanced with Adult Barring list level DBS check. * Ability to travel around the Borough (and to other areas of the UK) in an agreed timely manner. | Essential  Essential | Application Form  Satisfactory DBS  Disclosure |