

Job Description

Role Profile	- Children's Occupational Therapy Assistant Team Manager
Service/Team	- Children's Occupational Therapy Team
Reports to	- Children's Occupational Therapy Team Manager Social Care
Responsible for	- Children's Occupational Therapists
Number of posts	- 1

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring consistent & high-quality Occupational Therapy service delivery for Children, Young People & Families.

Job Overview

To support the Children's Occupational Therapy Team Manager in the day-to-day operational management of the Children's OT service.

Key Responsibilities

As the Assistant Team Manager of the Children's BCP OT service your primary duties will be:

- 1) Support the Children's OT Team Manager in the operational delivery of the service.
- 2) Be a key point of contact to advise and progress complex clinical case work and case related decision making within the OT Team
- 3) To provide oversight and take a lead in managing the Children's OT Review system including seating reviews and moving and handling reviews
- 4) Take a lead in individual clinical supervision for OT team members including timely case recording of supervision discussions and actions
- 5) Have delegated authority for authorising OT equipment through NRS and the OT budget as directed by the OT Team Manager

Other Duties

- 1) Undertake screening and allocations of new Children's OT referrals in OT Team Manager absence
- 2) Manage a small caseload (approx. 8 cases) with a focus on complex cases
- 3) Assist the Children's OT Team Manager to ensure the service maintains high levels of professional standards with a focus on both the Health & Care Professions Council standards of practice.
- 4) Assist as required with the signing off/authorisation of OT assessments and case progression through Mosaic case recording system

- 5) To assist the Children's OT Team Manager to progress identified service developments and projects
- 6) To represent the BCP Children's OT Service as required in multi-disciplinary meetings which may be internal or externally led.
- 7) To promote the positive impact and role of the Children's OT Service to all stakeholders

Specific Qualifications and Experience

- Degree in Occupational Therapy.
- Minimum 5 years' experience working in Children's Occupational Therapy
- Experience of working in a Local Authority/Social Care setting
- Supervisory/leadership experience
- High level of knowledge regarding legislation, statutory guidance, local policy, and procedures, relevant to Children's Occupational Therapy within a social care setting.
- Specialist knowledge of current best practice and latest technology and research relevant to Children's Social Care Occupational Therapy practice.
- Knowledge of professional standards, professional development, and HCPC standards of practice

Personal Qualities & Attributes

- Good level of resilience, attention to detail, emotional intelligence, calm under pressure.

Job Requirements

- Registered with the Health & Care Professionals Council
- Enhanced DBS Check
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.