**Bournemouth, Christchurch and Poole Council**

**JOB DESCRIPTION**

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

**JOB TITLE: Occupational Therapist**

**GRADE: H/I/J**

**JE REF No: ASC003**

**RESPONSIBLE TO: Appropriate Manager**

**MAIN PURPOSE**

* To work as part of a team of occupational therapy staff, social workers and other professionals, delivering high quality support and protective and preventative interventions for vulnerable adults, families and carers.
* To manage a caseload of vulnerable adults, families and carers within statutory guidelines, Code of Ethics and Personal Conduct from HCPC and local quality standards. To work within the legislation that applies to adults (and where necessary children’s) social care, in particular those that govern moving and handling, equipment, and housing.
* To work in partnership with others to contribute to the delivery and development of the high quality services provided by Adult Social Care.
* To work in a way that is consistent with corporate standards, priorities and values.

**MAIN RESPONSIBILITIES**

* To discharge the relevant statutory duties and Borough of Poole service objectives which relate to adult social care occupational therapy under the supervision, guidance and direction of the relevant manager.
* To manage a caseload appropriate to the primary function of the team, acting as the case coordinator or ‘lead professional’, where appropriate.
* To undertake appropriate assessments, and participate in multi-agency, multi disciplinary/locality teams and/or conferences including, where directed, the co-ordination of multi-disciplinary cases.
* To ensure that all adults, families and carers are fully enabled to participate in planning and decision making concerning their own lives and that complaints and representations are dealt with effectively.
* To participate in and contribute to the continuous improvement and development of adult social care services, including providing oversight and support to other professionals.
* To make, under the guidance of an appropriate manager, sound and evidence based professional and financial decisions in accordance with council policies and procedures.
* To ensure that work undertaken meets expectations as outlined in service unit and borough quality assurance and performance management systems.

##### MAIN DUTIES

**The following duties are further defined within the career grade matrix, which provides greater detail regarding the levels of task complexity, autonomy of decision making, and the wider responsibilities undertaken within each of the levels.**

1. To undertake risk assessment on adults, carers and the environment and to agree subsequent actions and service delivery, which may include moving and handling plans, equipment provision, minor and major adaptations to the home, advice or guidance about activities of daily living, referral to other organisations or provision of care in a home, care home, nursing home or day service setting.
2. Undertake direct work with individual adults, their families and/or carers as part of an agreed plan, and within this promoting health and wellbeing. In doing this, working in a way which is person centred, transparent, evidence based and shows dignity and respect.
3. Undertake a ‘Lead Professional’ role for every case allocated (unless directed otherwise), ensuring timely, effective and efficient assessment, case plan management, and delivery of services to adults or carers.
4. Ensure that adults, families and carers are enabled to participate fully in planning and decision making.
5. Ensure that complaints are investigated in line with policy and procedure and that adults and carers have access to and are enabled to use available advocacy services.
6. Where appropriate, chair professional and formal meetings in relation to adults, e.g. multi disciplinary meetings, case conferences and OT specialist meetings, including with builders/architects, equipment suppliers and external organisations.
7. Contribute to team and unit duty rotas, ensuring that adults, professionals and other members of the public are dealt with appropriately and promptly.
8. Attend and participate in team meetings and other meetings relating to adult social care or the work of the service including, where necessary, representing the Borough of Poole in meetings with external individuals or organisations.
9. Participate in specific service development projects as agreed with the appropriate manager including the development of effective working relationships with a wide range of partners and stakeholders, including: carers, other service units, other statutory organisations, other local authorities, and the private and voluntary sector. Where appropriate, this will include representing the team or wider service in meetings and other forums.
10. Where appropriate, act as expert or champion within the team, service unit or across the council on agreed areas of adult social care practice.
11. Undertake and organise teaching/training/facilitating of others according to need i.e. peer supervision levels, equipment research and demonstrations, carers, care agency, supported living/residential home/day care staff in moving and handling of the individuals where risk assessments and moving and handling plans have been done.
12. Maintain and extend professional knowledge and skills in line with HCPC guidelines via a continuous personal development plan , reflective practice, team events, attendance at specialist events (e.g. moving and handling, special equipment or adaptation/housing) and relevant training including equipment shows, and moving and handling conferences, annual updates and the Moving and Handling Competency Framework, where appropriate.
13. The expectation of the Borough of Poole Adult Social Care that all professionally qualified staff will undertake relevant training to meet the statutory responsibilities of the Borough of Poole.
14. Maintain knowledge of relevant research, government guidance, legislation and best practice in relation to occupational therapy, vulnerable adults, housing, moving and handling, disabled facilities grants and the specialist service area to which appointed.
15. In accordance with professional case recording standards, maintain case records on local information recording systems and ensure these records are maintained in line with legislative requirements and Borough policy and procedure.
16. As appropriate, contribute to the training and learning of both student, qualified and unqualified occupational therapists, and other professionals or providers, to promote knowledge and skills.
17. Where appropriate and/or necessary supervise an occupational therapy assistant.
18. Uphold the policy and procedure of the Borough of Poole ‘Fairness for All’ and ensure that services are delivered in a way which addresses the particular needs of all service users and does not negatively discriminate against an individual or group.
19. Comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.
20. Work in a variety of environments including the community (people’s own homes), supported housing, day service setting, hospitals, GP surgeries and office based settings.
21. Where directed and appropriate to the level of capability and training, undertake safeguarding enquiries and best interest assessments.
22. Under the guidance of legal services, participate in casework which may require appearance or application to court, including the court of protection.
23. To work to the council’s information governance standards.
24. Undertake any other duties as may be required from time to time commensurate with the level of post.

**Prepared by: Updated:**

**Betty Butlin**  **October 2016**

**PERSON SPECIFICATION**

This post forms part of a career grade that assumes you have competence and knowledge of all of the criteria below, as a minimum. The attached matrix outlines the competence required to move to a higher level (see attached matrix).

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Relevant placement or occupational experience * Experience of working within an adult setting | Essential  Essential | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   * Professional qualifications, i.e. Degree or Diploma in Occupational Therapy * Health and Care Professions Council Registration (or demonstrate a pending application) * Willingness to undertake moving and handling and adaptations external training if offered | Essential  Essential  Essential | Application Form  Certificates |
| **APTITUDES AND ABILITIES**   1. Inclusive person centred approach 2. Ability to undertake direct work with adults, families and carers 3. Good written and verbal communication skills 4. Ability to interpret and analyse written and statistical information 5. Able to critically analyse, evaluate and apply knowledge of legislation, local policy and procedures, national codes and multi-disciplinary practice 6. Ability to critically analyse and reflect on the practice of self and others 7. Ability to both support and challenge adults, families, carers and other organisations as appropriate 8. Use of negotiation skills with adults, their carers and other agencies 9. Ability to complete tasks, work within required timescales and achieve deadlines and targets 10. Ability to work autonomously, prioritize own work and manage own time 11. Able to design non-standard equipment, utilise the environment, reduce risk and problem solve in moving and handling and other situations 12. Able to design and draw sketch schemes of minor and major adaptations to scale if necessary, understand surveyor specifications and specify bespoke equipment for the adults needs 13. Able to balance service user needs with resource limitations 14. Committed to the efficient and effective use of resources – both internal and external to the organisation – and able to encourage others to do so 15. Able to achieve a high quality service delivery to the adult in need and, if anything goes wrong, be quick to rectify the situation with the least implications to those receiving services; the ability to be open and transparent about errors and harm caused to people as a result of actions taken or omitted. 16. Able to reflect, analyse and deal with complex issues including risk management 17. Ability to use IT systems and possess adequate keyboard skills 18. Ability to work as part of a team/multi agency partnership | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application Form  Interview  References  Presentation |
| **KNOWLEDGE**   1. Knowledge of safeguarding responsibilities, legislation and guidance 2. Understanding of professional supervision and its role in promoting and maintaining quality of service 3. Aware of own developmental limitations and knows when to seek advice 4. Knowledge of all relevant legislation, statutory guidance and regulations including the Mental Health and Mental Capacity legislation 5. Knowledge of specialist work area for which responsible | Essential  Essential  Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   1. Excellent interpersonal skills especially in the ‘hands on’ work of moving and handling and with partner agencies 2. Flexible in approach to work Commitment to high quality service provision which is responsive to service needs 3. Have a positive attitude and be self motivated 4. Commitment to social inclusion, personalised practice and improving outcomes for vulnerable adults, families and carers | Essential  Essential  Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   1. Ability to travel around the Borough (and to other areas of the UK) in an agreed timely manner 2. Willingness to work unsocial hours as required to meet the requirements of the service 3. Enhanced with Adult Barring List level Disclosure and Barring Service clearance | Essential  Essential  Essential | Application Form  Interview  Satisfactory DBS Disclosure |