

## Job Description

**Department:** Adult Social Care

**Division/Section:** Occupational Therapist

**Job Title:** Occupational Therapist

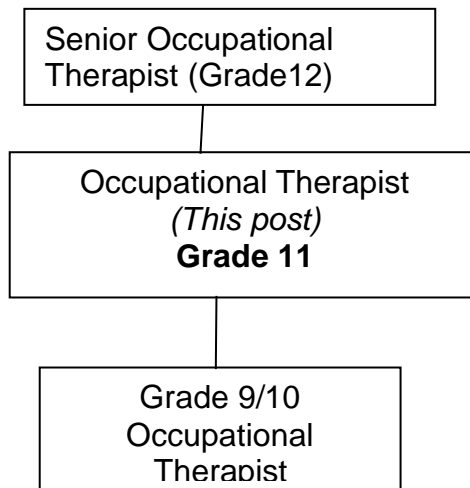
**Post No:**

**Grade:** 11

**Reports to:** Therapy Services Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



Does the post  
involve working  
in regulated or  
controlled  
activity with  
children or  
vulnerable  
adults?  
CRB Check  
applicable?

Regulated ☐ Controlled x☒ Neither ☐

Standard ☐ Enhanced x☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ No x☒

**Line Management  
responsibility for:**

**No. of direct reports:** 1-2 Junior staff including qualified and unqualified

**No. of indirect reports:** Junior staff as required

**Size of budget:**

**Monitoring of the spend of Occupational Therapy staff supervised by the post holder.- state whether *accountable* for (i.e.budget holder) or *accounting* for (e.g.monitoring)**

**Job Purpose:** The post holder will provide assessment and provision of Occupational Therapy interventions to children and adults with complex physical and

functional difficulties in the community resulting in the need for specialist housing adaptation, simple and complex equipment needs taking into account the needs of the client and their relatives and carers. Emphasis will be placed upon early intervention and prevention to provide suitable equipment and adaptations, promote well being. This will include assessment for major adaptations to properties and an holistic approach to all interventions and establishing links with other members of the team and health care professionals. The post holder will develop specialist skills under the guidance of the senior occupational therapists within the team.

- To perform a specialist community Occupational Therapy role with disabled people of all ages who have complex health, social, psychological / psychosocial and housing needs and who have been referred through an open referral system for holistic assessment.
- To assess the functional needs of people, including those with multi-pathology and variable conditions, physical and mental health conditions, chronic and terminal illness and learning disabilities residing currently in the community.
- To provide a specialist response for complex cases, formulating and implementing intervention plans aimed at reducing the impact of disability and ill health.
- To manage a defined caseload of complex needs as an experienced practitioner, evidencing high-level problem solving and reasoning skills, and independence of judgement

#### **Main Duties and Responsibilities:**

- To have an in-depth level of knowledge of relevant community care and housing legislation, with a detailed knowledge of the eligibility criteria, relevant procedures and policies relating to social care, health and housing organisations.
- A working knowledge of the principles of housing construction and design, technical plans and housing adaptations with a sound understanding of the complex interaction between health, housing and social issues and their impact on functional ability.
- To use communication, reasoning, and negotiation skills to establish a therapeutic relationship in all cases with a diversity of complex needs, managing barriers to communication.
- To carry out an initial contact assessment, through the OT duty system, with either the client, carer or other healthcare professional to establish eligibility for occupational therapy intervention under Care Act legislation and other relevant procedures and policies relating to social care, health and housing organisations.
- Develop and maintain a wide range of knowledge of surgical and medical conditions and their functional effects to the client in terms of socio-economic, psychosocial and personal implications and carry out and record comprehensive assessments of people with complex and specialist needs within the home environment.

- To perform occupational analysis and risk evaluation leading to the formulation of intervention options which reduce the consequences of disability and deteriorating conditions.
- To identify and select, with the client and their carers, the most appropriate intervention options which balance the complex interaction of risk, safety, client choice, independence, areas of conflict, eligibility for services and cost effectiveness.
- To provide help and advice to service users, their family and other carers - teaching and demonstrating use of equipment or other techniques to optimise the service users' functional ability and independence. To arrange for the provision of standard specialist disability equipment and obtain authorisation from Therapy Services Manager for non-standard equipment using professional judgements against budget lines to ensure cost effectiveness, need and suitability.
- To independently manage a caseload of clients with a diversity of complex needs in accordance with the needs led assessment (in consultation with Senior Occupational Therapist as necessary) and to take into account the views and wishes of service users, carers and families, respecting their diversity and cultural needs.
- To seek opinion from other relevant professionals to inform analysis and reasoning where appropriate.
- To actively participate in critical response rota by carrying out urgent complex functional assessments and implementing treatment plans in crisis situations. This requires skills in working in pressured time constraints due to the unpredictable nature of critical response cases and re-adjustment of current caseload.
- To liaise with health and social care professionals and other related statutory, private and voluntary organisations, providing written reports, recommendations and referrals when appropriate.
- To progress the intervention to a satisfactory closure, evaluating outcomes and setting up reviews as appropriate.
- To identify unmet needs and gaps in service provision and highlight these to the appropriate manager or organisation.
- To maintain accurate and up to date documentation consistent with legal and organisational requirements.
- To comply with all relevant community care, housing legislation, departmental policies and procedures, health promotion strategies and to adhere to the Professional standards for occupational therapy practice, conduct and ethics (2021)
- A detailed understanding of moving and handling legislation, and a thorough knowledge of current moving and handling best practice and associated equipment.
- A thorough knowledge of the wide range of specialist disability equipment and provision of such.
- To provide risk assessment in complex moving and handling situations for other agencies when appropriate and make necessary recommendations and review.

- To develop and maintain an agreed area of professional interest and expertise and act as a resource to other team members for this subject area, accessing relevant external training.
- To provide support, guidance, teaching and clinical supervision to junior qualified staff, Caseworkers, Occupational Therapy Assistants, and to Occupational Therapy Students and approve signature of junior staff Assessments and goal plans. To ensure that individual and junior grade practise is in accordance with the Peterborough City Council standards, procedures and objectives of quality assurance, and that they are consistent with best professional practice.
- Approval signature to refer for Disabled Facility Grants up to the value of £30,000 and Housing Associations up to £1700 for junior staff.
- To actively participate in supervision and appraisal, using reflection, analysis and reasoning to ensure best practice and identify training needs.
- To maintain and develop professional knowledge and be conversant with professional developments, evidencing critical appraisal skills and Continuing Professional Development.
- To participate in staff and service development through attendance at service meetings and in-service training sessions, including taking a lead in facilitating such events and presenting information as appropriate.
- To actively support service improvements.
- To assist the Therapy Services Manager by carrying out agreed delegated tasks as required and to undertake any other appropriate additional duties, as required by the Therapy Services Manager.
- To contribute to the evaluation of the service through use of audit, outcome measure and in-service research projects and where appropriate take a lead in implementing these.

<b>Generic Responsibilities:</b>	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
	To comply with all Health & Safety at work requirements as laid down by the employer.
	The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.  In these circumstances it will be the aim to reach agreement on reasonable

changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** February 2022 **COMPLETED BY:** Carol Farrar

## Person Specification

**JOB TITLE:** Occupational Therapist  
(Grade 11)

**POST NO:**

**GRADE:**

**DEPARTMENT:** Occupational Therapy

**HOURS** 37

**DIVISION:** Adult Social Care

**DIRECTOR:**

**DATE:** 25/2/2022

**COMPLETED BY:** Carol Farrar

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Current knowledge of, and practical implementation of Housing, Moving and Handling, Care Act and other relevant legislation</li> <li>Knowledge and understanding of good customer care.</li> <li>Awareness of recent developments in health and social care.</li> <li>Knowledge of rehabilitation skills appropriate to medical conditions encountered in community settings.</li> <li>Knowledge of complex psychosocial and/or environmental needs</li> </ul> <p>(A &amp; I)</p>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Working competency relating to assessment and care management, monitoring and reviewing of services to individuals and carers</li> <li>Ability to determine the best fit between an individual's and/or carer's assessed needs, their wishes and the resources available</li> <li>Wide understanding and knowledge of clinical conditions</li> <li>Knowledge and practical experience of complex major housing adaptations</li> <li>Knowledge and practical experience of moving and handling skills</li> <li>Ability to identify and manage risks to oneself, service users and carers and the organisation</li> <li>Knowledge and practical experience of specialist equipment</li> <li>Knowledge of rehabilitation skills appropriate to medical conditions</li> </ul>	<ul style="list-style-type: none"> <li>Accept opportunity to develop and share specialist knowledge through supervision/practice/theoretical knowledge/CPD</li> <li>Ability to use computer based work processing software, to input to relevant database applications, to use e-mails and to access the internet</li> <li>Ability to effectively supervise clinical skills of junior staff and their caseload</li> <li>Promotes occupational therapy positively to colleagues and the</li> </ul>

	<p>encountered in community settings</p> <ul style="list-style-type: none"> <li>• Ability to organise and prioritise caseload efficiently to meet competing demands</li> <li>• Ability to demonstrate initiative</li> <li>• Willingness to undertake and maintain own continuing professional development and attend relevant training and development activities</li> <li>• Ability to maintain effective and accurate records in accordance with departmental policies and procedures</li> <li>• Good oral and written communication</li> <li>• Ability to communicate well with other professionals, clients and their family/carer</li> <li>• Ability to present information in a concise manner</li> <li>• Able to liaise effectively with other statutory and voluntary organisations</li> <li>• Good presentation and teaching skills</li> <li>• Effectively prioritises and co-ordinates own work</li> <li>• Effective management and planning of client interventions independently</li> <li>• Previous experience and positive approach of close multi-disciplinary team working</li> <li>• Ability to ensure cost effectiveness and efficiency of service provisions</li> <li>• Ability to develop partnership working with colleagues and peers.</li> <li>• Demonstrates ability to be a good team member and assume designated leadership responsibilities.</li> <li>• To be innovative, flexible and adaptable to meet service needs</li> <li>• To take a client-centred approach in interventions</li> <li>• Well developed negotiation and problem solving skills.</li> <li>• Good interpersonal skills including observation, listening and empathy skills.</li> <li>• Ability to work with clients and their representatives who may be abusive and aggressive</li> </ul> <p>(A &amp; I)</p>	wider general public
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of direct work with people who use the services of the Department</li> </ul> <p>(A &amp; I)</p>	<ul style="list-style-type: none"> <li>• Experience of working in the community setting including rehabilitation, minor and major adaptations and equipment provision</li> <li>• Experience of a variety</li> </ul>

		of occupational therapy interventions
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in occupational therapy</li> <li>• Hold state registration with the Health Professions Council</li> </ul> (A & I)	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to frequently exert moderate physical effort for long periods of time, e.g. carrying and fitting equipment, moving and handling clients</li> <li>• Ability to frequently concentrate for a prolonged period of time where work pattern can be unpredictable.</li> <li>• Ability to frequently deal with highly stressful situations at work.</li> <li>• Willingness and ability to occasionally work in highly unpleasant housing situations.</li> <li>• Willingness &amp; ability to travel between different locations</li> </ul> (A & I)	
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.</p> (A & I)	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care (A &amp; I)</p>	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*