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## Job Description

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| **Department:** | Adult Social Care |
| **Division/Section:** | Occupational Therapist |
| **Job Title:** | **Senior Occupational Therapist** |
| **Post No:** |  |
| **Grade:** | 12 |
| **Reports to:** | Team Manager Occupational Therapy |
| **Organisation Chart:**  **Show immediate manager and any jobs reporting to this post.** | Team Manager  Grade 12 Senior Occupational Therapist  *(This post)*  Grade 11 Occupational Therapist |
| **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 staff including qualified and unqualified  No. of indirect reports: Junior staff as required** |
| **Size of budget:** | **The post holder is accountable for monitoring the spend of the staff that they supervise.  - 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 adults and older people with Learning Disabilities and highly complex physical or functional difficulties in the community; resulting in the need for specialist functional assessment and intervention, specialist housing adaptation, simple and complex equipment needs taking into account the needs of the client and their relatives and carers. The post holder will be expected to provide a positive contribution to the health of adults with learning disabilities and active contribution to the delivery and development of the service. The post holder will work under the guidance of lead practitioners within the team to gain best practice and consolidation of knowledge. |
|  | * To perform a specialist Occupational Therapy role for people with learning disabilities, those on the autistic spectrum and also associated neurodevelopmental or mental health conditions of all ages who have complex health, social and housing needs * To assess and provide support for the functional needs of people with learning disabilities (18 years and older), including those with multiple pathologies including physical, neurological and mental health conditions, chronic and terminal/palliative illnesses in the community. * To provide a specialist response in complex and highly complex cases, assessing, formulating and implementing intervention plans aimed at reducing the impact of disability and ill health. * To manage a defined caseload of complex and highly complex cases as an autonomous practitioner, evidencing high level problem solving and reasoning skills, and independence of judgement. |

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

* To have an in-depth specialist knowledge on working with people with learning disability, detailed knowledge of current guidance, specialist assessments and interventions available for a wide variety of independent needs.
* To have a working knowledge and awareness of service provision, inclusive of policy and procedures relevant to occupational therapy, social care and health organisations.
* To have a good level of knowledge of relevant legislation including Care Act and housing legislation with a detailed knowledge of eligibility criteria and relevant procedures and policies relating to social care, health and housing organisations.
* A good understanding of the principles of housing construction and design, technical plans and housing adaptations with a high level understanding of the complex interaction between health, housing and social issues and their impact on functional ability with the aim of increasing independence or achieve supported living.
* To have a working knowledge of communication strategies in order to establish a therapeutic relationship and adapt where necessary to ensure comprehension. To identify, adapt and use communication, reasoning, and negotiation skills to support informed decision making in complex and highly complex cases, managing all barriers to communication.
* To work jointly with OT colleagues and the MDT (health and social care professionals) to provide a seamless service and close working relationships.
* A comprehensive knowledge of complex multiple pathologies including, physical, neurological and mental health conditions, learning disabilities, chronic, palliative/terminal illnesses and their impact on functional ability to carry out and record comprehensive assessments of people with complex, highly complex and specialist needs within the home, educational and social environments.
* To perform occupational analysis and risk evaluation leading to the formulation of intervention options which reduce the consequences of disability and deteriorating conditions.
* To independently maintain current and up to date national and local guidance within the specialism of learning disabilities. To ensure that changes are implemented and updated into the service as required.
* 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 relevant support strategies, 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 the Therapy Services Manager for non-standard equipment using professional judgement to ensure cost effectiveness, need and suitability.
* To independently manage a caseload of complex and highly complex cases (in consultation with the Therapy Services Manager as necessary) and to take into account the views and wishes of service users, carers and families, respecting their diversity.
* To seek opinion from other relevant professionals to inform analysis and reasoning where appropriate.
* To make recommendations to the Home Service Delivery Team (HSDT) for Disabled Facilities Grants and housing adaptations and act as a resource to the HSDT as required. (Mandatory Disabled Facilities grants have a current limit of thirty thousand pounds).
* To identify and respond to urgent clinical needs, supporting OT colleagues where necessary.
* To work alongside OT colleagues as a co-worker or on a consultation basis for supporting people with learning disabilities.
* 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 on the computer based system 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 and apply the Code of Ethics and Professional Conduct for Occupational Therapists (College of Occupational Therapists 2010).
* A high level understanding of moving and handling legislation and a thorough knowledge of current moving and handling best practice and associated equipment.
* An extensive knowledge of the full range of specialist disability equipment.
* To provide assessments, recommendations and reviews in complex and highly complex moving and handling situations for other agencies when appropriate.
* To provide Occupational Therapy assessments to support other teams working within the Peterborough City Council.
* To take a lead within the team in a specialist area e.g. Housing Adaptations, Environmental Controls, Technology Enabled Care, Moving and Handling. 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, Occupational Therapy assistants, case workers, and to Occupational Therapy Students and approve signature of junior staff Assessment and Goal Sheets. 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 of Disabled Facility Grants up to the value of £30,000 and Housing Associations up to £1700 for Senior 11 Occupational Therapy staff.
* To actively participate in supervision and appraisal, using reflection and analysis to inform 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 support the Clinical and Management Lead or the Therapy Services Manager by carrying out agreed delegated tasks as required.
* To undertake any other appropriate additional duties, as required by the Therapy Services Manager and to actively influence service improvements.
* 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.

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| **Generic Responsibilities:** | 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. |
| **Flexibility Clause:** | 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. |
| **Variation Clause:** | 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. |

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| **DATE:** | 10th March 2020 | **COMPLETED BY:** | Carol Farrar |

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## Person Specification

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| **JOB TITLE:** | Senior Occupational Therapist | **POST NO:** |  |
| **GRADE:** | 12 | **DEPARTMENT:** | Occupational Therapy |
| **HOURS** | 30 |  |  |
| **DIVISION:** | Adult Social Care | **DIRECTOR:** | Charlotte Black |
| **DATE:** | 10th March 2020 | **COMPLETED BY:** | Carol Farrar |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | * Specialist knowledge of working with people with learning disabilities and associated conditions. * Thorough knowledge of, and practical implementation of relevant legislation relating to learning disabilities, autism, and mental health. * Knowledge of, and practical implementation of Housing, Moving and Handling, Care Act and other relevant legislation * Knowledge and understanding of good Customer Care * Knowledge of rehabilitation skills appropriate to medical conditions encountered in community settings * Knowledge of complex psychosocial and/or environmental needs   (A & I) | * Specialist knowledge of sensory integration * Specialist knowledge of positive behaviour support * General knowledge of specific learning disability conditions and the personal/functional impact of these. * Other specialist knowledge relating to LD. |
| **SKILLS & ABILITIES** | * Excellent skills relating to assessment and care management, monitoring and reviewing of services to individuals and carers * Well-established skills in functional assessment with people with learning disability and associated physical disability or mental health. * Ability to determine the best fit between an individual’s and/or carer’s assessed needs, their wishes and the resources available * Demonstrates excellent analytical and reflection skills * Thorough understanding and knowledge of clinical conditions and the impact this has on a persons’ functional independence. * In-depth knowledge and practical experience of working with people with learning disabilities and secondary physical and mental health. * To work dynamically, being able to adapt intervention to reflect the individual’s needs and abilities. * Knowledge and practical experience of complex major housing adaptations * Knowledge and practical experience of moving and handling skills * Ability to identify and manage risks to oneself, service users and carers and the organisation * Extensive knowledge and practical experience of specialist equipment * Ability to organise and prioritise complex caseload efficiently to meet competing demands * Take responsibility for undertaking and maintaining own continuing professional development (CPD) * Attend relevant training and CPD activities * Ability to maintain effective and accurate records in accordance with departmental policies and procedures * Excellent oral and written communication including electronic systems and programmes * Ability to communicate complex information both verbally and in writing to other professionals, clients and their family/carer, providing accessible information where necessary. * Able to liaise effectively with other statutory and voluntary organisations * Excellent presentation and teaching skills * To act as an autonomous worker in management and planning of client interventions * Previous experience and positive approach of close multi-disciplinary team working * Ability to ensure cost effectiveness and efficiency of service provisions * Ability to effectively supervise clinical skills of junior staff and their caseload * Demonstrates ability to be a good team member and assume designated leadership responsibilities * To be innovative, flexible and adaptable to meet service needs * Highly developed negotiation and problem solving skills * Ability to work with stressful situations/clients which may be distressing or pressurised * Excellent interpersonal skills including observation, listening and empathy skills * Ability to work with clients and their representatives who may be abusive and aggressive   (A & I) | * Take opportunity to develop and share specialist knowledge through supervision/practice/ theoretical knowledge/CPD * Promotes occupational therapy positively to colleagues and the wider general public |
| **EXPERIENCE** | * Minimum 5 years post-qualifying experience, 2 at senior level * Recent experience of direct work with people who have learning disability * Experience of supervising Occupational Therapists / students   (A & I) | * Accredited fieldwork educator * Experience of working with people with mental health * Experience of working in the community setting including rehabilitation, minor and major adaptations and equipment provision * Experience of a variety of occupational therapy interventions * Experience of writing for journals * Experience of participating in research and audit projects * Experience of working on highly complex cases in a multi-disciplinary setting |
| **QUALIFICATIONS** | * Diploma or Degree (MSc in occupational therapy) * Hold state registration with the Health & Care Professions Council (HCPC) * MSc or equivalent level of study at masters level in relevant clinical area   (A & I) | * Adaptation training course * Relevant courses pertaining to learning disabilities, Sensory Integration or behaviour. |
| **PERSONAL CIRCUMSTANCES** | * Ability to manage unpredictable or volatile situations whilst in the community, managing appropriate risks dynamically. * Ability to frequently exert moderate physical effort for long periods of time, e.g. carrying and fitting equipment, moving and handling clients * Ability to frequently concentrate for a prolonged period of time where work pattern can be unpredictable. * Ability to frequently deal with highly stressful situations at work. * Willingness and ability to occasionally work in highly unpleasant housing situations. * Willingness & ability to travel between different locations   (A & I) |  |
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*[ 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.]*