



Coventry City Council

Job Description

Job Title:	Occupational Therapist	Job Number:	
Service:	Therapy	Grade:	7
Location:	City Wide		

Job Purpose:

To work alongside people with wide range of disabilities including, physical, learning and mental health disabilities. Providing a planned programme of therapeutic intervention to maximise functional ability, to enable the person to achieve optimum control of their lives, reduce dependency and increase independence. The post holder will be responsible undertaking specialist functional assessments in order to establish if citizen meets criteria for provision of services.

To undertake: environmental ergonomic assessment of the person's environment; assessment of citizen's cognitive and functional ability to carry out daily living tasks; assessment of manual handling situations. To work alongside citizens, carers and staff providing a planned programme of interventions which maximises functional ability with the desired outcome of reducing dependency and promoting independence.

To be responsible for providing a therapist specialist advisory and guidance role to staff, citizens, formal and informal carers. To participate in project work and to be responsible for a range of liaison functions.

Main Duties and Responsibilities:

The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy.

2. Has a duty to maintain specialist knowledge of rehabilitation and general knowledge of adult conditions and multi-pathology.
2. To undertake a comprehensive assessment of clients referred to the service.
3. To interpret and analyse clinical and non-clinical data to form accurate picture of the individuals functional ability and ability to improve their function.
4. To set agreed goals and devise comprehensive intervention plans, using clinical reasoning and utilising evidence based practice to deliver enablement programmes, promoting the individuals independence within their home environment.
5. To guide and monitor non-qualified staff in the delivery of planned intervention and enablement plans.

6. To undertake specialist manual handling risk assessments, advising staff, clients and carers on techniques, equipment and methods of reducing risk.
7. To assess and provide (a) equipment and adaptations to assist daily living, and (b) training/instruction to clients and their carers to enable them to achieve maximum functional independence.
8. To ensure good communication with clients and carers demonstrating sensitivity in dealing with difficult diagnoses and prognosis.
9. To accept responsibility for a designated caseload of clients and to organise this effectively and efficiently with regard to clinical priorities, service priorities and time available.
10. To manage, co-ordinate assessment process's and assessments ensuring adherence to standards set by governing bodies
11. To regularly review progress of clients and amend goals as appropriate.
12. To be professionally and legally responsible and accountable for all aspects of your own workload, including the management of clients within your care.
13. To keep accurate and up to date records of clients assessments, treatment and discharge in accordance with CSP and departmental standards.
14. Dependent on profession to either:- work to the standards set out within the Chartered Society of Physiotherapy core standards or Adhere to the College of Occupational Therapists Code of Ethics and Professional conduct and relevant clinical standards.
15. To supervise and guide therapy assistants in undertaking assessments and intervention plans.
16. To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development.
17. To provide, as necessary, any other support to the service within the scope and level responsibility.
18. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Occupational Therapists

Responsible to: Clinical Team Manager

Date Reviewed:

Updated: July 2020



Coventry City Council

Person Specification

Job Title:	Occupational Therapist	Job Number:	
Service:	Therapy	Grade:	7
Location:	City Wide		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of relevant legislation and current thinking relating to social care provision, e.g. Direct Payments (Community Care) Act 1996, Personalisation Agenda. Care Act 2014. House Regeneration Act 2008• Knowledge of relevant legislation relating to provision of therapy services• Knowledge of relevant legislation relating to manual handling• Knowledge of a range of equipment and its application e.g. stair lifts, hoists etc.• Understanding of issues relating to physical impairment e.g. in a medical and social context• Knowledge of the principles of rehabilitation• Knowledge of manual handling assessments and interventions• Knowledge of adult conditions and multi-pathology• Awareness of the City Council's Equal Opportunities policy and its implications for the provision of therapy services• Demonstrates an understanding of clinical governance in relation to therapy professionals
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Skills and Abilities:	<ul style="list-style-type: none"> • Listening skills: ability to receive information from clients on an individual basis and in group settings • To give clear instructions to a range of people, e.g. staff and other professionals, clients, carers and family • To share information with staff, other professionals and agencies in an appropriate manner • To prepare written reports, e.g. case records • To deal with difficult situations sensitively • To analyse statistical data • Good verbal communication • Works with initiative • Good organisational skills • An ability to problem solve • Ability and willingness to undertake further training where required as part of the duties of the post • Ability to prioritise and organise own workload • Ability to coordinate and organise dedicated service area
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Experience:	<ul style="list-style-type: none"> • Relevant post graduate experience of planning therapeutic intervention, including rehabilitation/enablement programmes • Experience of supervising staff / students
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Educational:	<ul style="list-style-type: none"> • Diploma or BSc in Occupational Therapy • HCPC Registered • Evidence of post grad education(preferred)
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:

Updated: July 2020