

# Job Description and Person Specification

Role: Occupational Therapist



## Job Description

<b>Job Title</b>	Occupational Therapist
<b>Grade</b>	7
<b>Service</b>	Therapy and Equipment Services
<b>Reports to</b>	Occupational Therapy Team Lead
<b>Location</b>	Citywide for assessment visits; the Opal as an office base
<b>Job Evaluation Code</b>	





# **About the Service your team will provide**

## **Purpose of the role**

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

To undertake: environmental ergonomic assessment of the customer's environment; assessment of their cognitive and functional ability to undertake daily living tasks; assessment of manual handling situations. To work alongside customers, carers and staff to provide a planned programme of intervention that maximises functional ability with the desired outcome of reducing dependency and promoting independence.

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

# Main Duties & Key Accountabilities

## Core Knowledge

The post holder has a duty:

1. To be responsible and accountable for undertaking the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy.
2. To maintain specialist knowledge of rehabilitation and general knowledge of adult conditions and multi-pathology.
3. To undertake a comprehensive assessment of customers referred to the service.
4. To interpret and analyse clinical and non-clinical data to form accurate picture of the customer's functional ability and ability to improve their function.
5. To set agreed goals and devise comprehensive intervention plans, using clinical reasoning and utilising evidence-based practice to deliver enablement programmes, promoting the individual's independence within their home environment.
6. To guide and monitor non-qualified staff in the delivery of planned intervention and enablement plans.
7. To undertake specialist manual handling risk assessments, advising staff, customers and carers on techniques, equipment and methods of reducing risk.
8. To assess and provide:
  - a. equipment and adaptations to assist daily living, and
  - b. training / instruction to customers and their carers to enable them to achieve maximum functional independence.
9. To ensure good communication with customers and carers, demonstrating sensitivity in dealing with difficult diagnoses and prognoses.
10. To accept responsibility for a designated caseload of customers and to organise this effectively and efficiently, regarding clinical priorities, service priorities and time available.
11. To manage and co-ordinate assessment processes and assessments, ensuring adherence to standards set by governing bodies.

12. To regularly review progress of customers and amend goals as appropriate.
13. To be professionally and legally responsible and accountable for all aspects of your workload, including the management of customers within your care.
14. To use the computerised database to maintain accurate and up to date records of customers' assessments, treatment and discharge in accordance with data protection (GDPR) and departmental standards.
15. To adhere to the College of Occupational Therapists' Code of Ethics and Professional conduct and relevant clinical standards.
16. To be responsible for maintaining your competency to practice through CPD activities and maintain a portfolio that reflects personal development
17. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Customers and their carers / families Formal carers and other allied health professionals Social Workers Landlords	<b>Internal</b> Occupational therapists, managers, assistants and students Minor and major adaptations departments Equipment and lift services
--	---

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Many of our OTs line manage an Occupational Therapy Assistant. We also take students for their placements.

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"><li>• 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, Housing Regeneration Act 2008</li><li>• Knowledge of relevant legislation relating to provision of therapy services</li><li>• Knowledge of relevant legislation relating to manual handling and application in assessments and interventions</li><li>• Knowledge of a range of equipment and its application e.g. stair lifts, hoists etc.</li><li>• Understanding of issues relating to physical impairment e.g. in a medical and social context</li><li>• Knowledge of the principles of rehabilitation</li><li>• Knowledge of physical, mental health and cognitive conditions and multi-pathology</li><li>• Awareness of the City Council's Equal Opportunities policy and its implications for the provision of therapy services</li><li>• Understanding of clinical governance in relation to therapy professionals</li></ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"><li>• to listen to and receive information from customers and their families / carers etc</li><li>• to give clear instructions to a range of people, e.g. staff and other professionals, customers, carers and family</li><li>• to share information with staff, other professionals and agencies in an appropriate manner and following GDPR recommendations</li><li>• to prepare written reports, e.g. case records</li><li>• to deal with difficult situations sensitively</li><li>• to analyse statistical data</li><li>• communicate effectively in a variety of ways, eg, verbal, written etc.</li><li>• use initiative and work autonomously</li></ul>	



- organise self and enable others to do likewise
- to problem solve
- to undertake further training where required as part of the duties of the post
- prioritise and organise own workload
- work as part of a team

**Experience**

- Relevant post graduate experience of planning therapeutic intervention, including rehabilitation / enablement programmes
- Experience of supervising staff / students

**Qualifications**

- Diploma or BSc in Occupational Therapy
- HCPC Registered
- Evidence of post graduate education (desirable but not essential)

**Special Requirements**

**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).**

<b>Date Created</b>	15/01/2021	<b>Date Reviewed</b>	29/08/2024
---------------------	------------	----------------------	------------