

# Job Description and Person Specification

**Job Title:** Enablement Occupational Therapist



# Job Description

<b>Job Title</b>	Occupational Therapist
<b>Grade</b>	7
<b>Service</b>	Adult Social Care
<b>Reports to</b>	Service Manager
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

- 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 maximise 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 & Key Accountabilities

### Core Knowledge

1. 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. 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. Work flexibly to meet the needs of the service. This will include working across seven days on a rota basis, including Bank Holidays as applicable.

19. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Service users Care providers Therapy teams- CWPT & UHCW UHCW & community NHS colleague Charity organisations Citizen housing GP services	Other adult social care services and colleagues

## 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:

- Occupational therapy Assistants

## Person specification

Job Evaluation Code	
<b>Knowledge</b>	
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	
<b>Skills and Abilities</b>	
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
<b>Experience</b>
HCPC Registered
Evidence of post grad education(preferred)
<b>Qualifications</b>
Diploma or BSc in Occupational Therapy
<b>Special Requirements</b>
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>	June 2023	<b>Date Reviewed</b>	June 2025
---------------------	-----------	----------------------	-----------