

# Job Description and Person Specification

Role: Occupational Therapist



## Job Description

<b>Job Title</b>	OCCUPATIONAL THERAPIST
<b>Grade</b>	7
<b>Service</b>	THERAPY & EQUIPMENT SERVICE
<b>Reports to</b>	Therapy Team Leader
<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 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

1. 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. 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. To deliver Services across seven days per week including statutory holidays.
18. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
<p>Service users, families and carers. Health professionals which may include GPs, Consultants, Physio therapists etc Voluntary organisations e.g. age UK. Housing association Public sector services e.g. Police Private organisations e.g. Residential Homes, equipment suppliers etc</p> <p>This list is not exhaustive.</p>	<p>Occupational Therapists/Assistants Therapy Team Leaders Social Workers Service Manager Integrated Community Equipment Store Business Administrators Enabling spaces. Blue Badge Telecare Visual and Hearing Impairment Housing Team Housing with care. This list is not exhaustive.</p>

## 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:

## Person specification

<b>Job Evaluation Code</b>	
<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, Housing Regeneration Act 2008	
Knowledge of relevant legislation relating to provision of therapy services	
Knowledge of relevant legislation relating to manual handling and application in assessments and interventions	
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 physical, mental health and cognitive conditions and multi-pathology	
Awareness of the City Council's Equal Opportunities policy and its implications for the provision of therapy services	
Understanding of clinical governance in relation to therapy professionals	
<b>Skills and Abilities</b>	
to listen to and receive information from customers and their families / carers etc	
to give clear instructions to a range of people, e.g. staff and other professionals, customers, carers and family	
to share information with staff, other professionals and agencies in an appropriate manner and following GDPR recommendations	
to prepare written reports, e.g. case records	
to deal with difficult situations sensitively	
To analyse statistical data	
communicate effectively in a variety of ways, eg, verbal, written etc.	
use initiative and work autonomously	
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
<b>Experience</b>
Relevant post graduate experience of planning therapeutic intervention, including rehabilitation / enablement programmes
Experience of supervising staff / students
<b>Qualifications</b>
Diploma or BSc in Occupational Therapy
HCPC Registered
Evidence of post graduate education (desirable but not essential)
<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>	
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