

Job Description and Person Specification

Job Title

Job Details	
Grade	7
Service	One Coventry Integrated Team
Location	South LIT – Tile Hill Health Centre
Job Evaluation Code	

Coventry City Council 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: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

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 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
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.
Has a duty to maintain specialist knowledge of rehabilitation and general knowledge of adult conditions and multi-pathology
To undertake a comprehensive assessment of clients referred to the service.
To interpret and analyse clinical and non-clinical data to form accurate picture of the individuals functional ability and ability to improve their function.
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.
To guide and monitor non-qualified staff in the delivery of planned intervention and enablement plans.
To undertake specialist manual handling risk assessments, advising staff, clients and carers on techniques, equipment and methods of reducing risk.
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
To ensure good communication with clients and carers demonstrating sensitivity in dealing with difficult diagnoses and prognosis
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.
To manage, co-ordinate assessment process's and assessments ensuring adherence to standards set by governing bodies
To regularly review progress of clients and amend goals as appropriate
. To be professionally and legally responsible and accountable for all aspects of your own workload, including the management of clients within your care.
To keep accurate and up to date records of clients assessments, treatment and discharge in accordance with CSP and departmental standards.
Adhere to the College of Occupational Therapists Code of Ethics and Professional conduct and relevant clinical standards

To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development.

To provide, as necessary, any other support to the service within the scope and level responsibility.

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.

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

Key Relationships

External:

Service users
Care providers
UHCW & community
NHS colleagues
Charity organisations
Housing Associations
GP services

Internal:

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Occupational Therapy Assistants

Person Specification	
Requirements	
Knowledge	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
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Knowledge	Knowledge of a range of equipment and its application e.g. stair lifts, hoists etc
Knowledge	Understanding of issues relating to physical impairment e.g. in a medical and social context
Knowledge	Knowledge of the principles of rehabilitation
Knowledge	Knowledge of manual handling assessments and interventions
Knowledge	Knowledge of adult conditions and multi-pathology
Knowledge	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
Skills And Ability	Listening skills: ability to receive information from clients on an individual basis and in group settings
Skills And Ability	To give clear instructions to a range of people, e.g. staff and other professionals, clients, carers and family
Skills And Ability	To share information with staff, other professionals and agencies in an appropriate manner
Skills And Ability	To prepare written reports, e.g. case records
Skills And Ability	To deal with difficult situations sensitively
Skills And Ability	To analyse statistical data
Skills And Ability	Good verbal communication
Skills And Ability	Works with initiative

Skills And Ability	Good organisational skills
Skills And Ability	An ability to problem solve
Skills And Ability	Ability and willingness to undertake further training where required as part of the duties of the post
Skills And Ability	Ability to prioritise and organise own workload
Skills And Ability	Ability to coordinate and organise dedicated service area
Experience	HCPC Registered
Experience	Evidence of post grad education(preferred)
Qualification	Diploma or BSc in Occupational Therapy
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).

Declaration			
Reviewed/Created By:	Emma Holmes		
Job Title:	Occupational Therapy Team lead	Date:	30/10/2025