

<b>Job Title:</b>	Team Leader: Occupational Therapy	<b>Job Number:</b>	Y5001D
		<b>Post Number:</b>	
<b>Services:</b>	Adult Social Care	<b>Grade:</b>	8
<b>Location:</b>	Citywide		

**Job Purpose:**

To efficiently and effectively lead and manage a Team, ensuring the support provided are responsive, personalised and outcome focussed, flexible and to quality standards to meet the needs of people with care and support needs and carers.

**Main Duties and Responsibilities:**

1. Establish and maintain within the delegated responsibilities the operational policy for the team in conjunction with the Service Manager, and update as necessary.
2. Have delegated responsibilities for the management and allocation in respect of all budgets devolved to post holder. Support the full monitoring and reviewing processes in respect of the same. Ensuring the delivery of cost-effective services to meet need.
3. Undertake assessments and have responsibility for allocated workload when necessary. Where the post holder has an occupational therapy qualification, to be responsible for a complex caseload, constituting no more than 30% of contracted hours. Caseload requirements need to be balanced with the responsibilities and expectations of the management role.
4. Be accountable for the authorisation of expenditure from the Community Care Budget and liaise with other Case Management Teams where expenditure relates to budgets managed by the post holder, and maintain knowledge and understanding of additional funding streams.
5. In conjunction with the Service Manager ensure effective financial systems are in place. These include debt recovery, payment arrears, and contested accounts, having due regard for local and legislative procedures.
6. Ensure accurate data is contained within the Departments client recording system, HR and financial systems within the areas managed. Ensure the requirements of the Data Protection Act are complied with and audited as necessary.
7. Institute legal processes and procedures in line with the Departmental Safeguarding procedures to protect people with care and support needs.
8. Act from time to time as a work based supervisor or practice assessor for social work students, (or occupational therapy students) or act as mentor or assessor for the development of other members of staff.
9. Contribute to performance management requirements and national and local performance indicators, as necessary.

10. Have joint responsibility with the Service Manager for establishing effective working relationships with other agencies including the independent and voluntary sector group and providers. Promote joint and inter-agency working partnership arrangements and other initiatives with statutory and independent sector organisations, including Coventry & Warwickshire Mental Health Trust, Housing Department, Area Co-ordination, NHS Coventry.
11. Have joint responsibility with the Service Manager for the utilising of resources available to provide a flexible, cost effective range of services and individually tailored packages of support and care that promote, enablement and independence that are sensitive to the needs of individuals in partnership with Commissioning and other Case Management Teams.
12. Manage staff within the Team on the proper interpretation of their role and practice in accordance with their position and level of accountability, including advice on prioritisation, risk assessment and risk management.
13. Be responsible for all aspects of the operational management of the Team, to include overseeing of incoming referrals, allocation of work and smooth running of systems and processes.
14. In conjunction with the Service Manager, manage staff in the Team including recruitment and selection, induction and probation; identification of learning and development needs, supervision; disciplinary and grievance matters, and performance assessments
15. Ensure effective communication is maintained within Team. Actively participate in staff meetings. Ensure the briefing of staff is effectively undertaken and that Council and Department Policies and Procedures are also effectively communicated.
16. Investigate complaints, disciplinary and grievance matters and contribute towards positive employee relations, taking advice from /advising the General Manager of issues in these areas as they arise.
17. Chair meetings as appropriate. These may relate to service development provisions and/or people with care and support needs.
18. Maintain a working knowledge of all relevant national and local legislation, codes of practice and departmental policies and procedures, ensuring that these are adhered to and communicated within the post holder's areas of responsibility.
19. To be responsible for ensuring that Continued Professional Development requirements are met.
20. Provide cover for the Service Manager and/or colleagues in their absence if necessary.
21. 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 inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
  - To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies
22. Any other duties and responsibilities within the range of the salary grade.

**General:**

1. Maintain confidentiality, security and integrity of information relating to patients, staff and other Health/Social Services business in accordance with the requirement of the Data Protection Act.

2. Responsibility for own continued professional development, including maintaining registration with appropriate professional bodies.
3. Participate in the corporate appraisal scheme.
4. Undertake all mandatory training and attend external courses where identified as part of individual appraisal.
5. Provide cover for colleagues and senior managers as appropriate.

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:** OT's, OTA's, Rehab workers (VHI), PT, SW's & CCW

**Responsible to:** Team Leader

**Date Reviewed:** 2010

**Updated:** August 2020

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Area	Description
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<b>Knowledge:</b>	The City Council's Equal Opportunities Policy and how to ensure service provision which is sensitive and relevant to all people with care and support needs and carers
	Relevant legislation, including but not exclusive to: Care Act, Mental Health Act, Equality Act, Housing Grants Construction and Regeneration Act, CSDPA, Children's Act.
	Understanding of the range of users' and carers needs and the range of Social Services' provision to meet
	Awareness of statutory guidelines and current thinking on good practice and delivering services with an enablement focus
	Knowledge of assessment models, care management and reviewing processes and awareness of other methods of intervention, eg. Group work, community work, etc
	Knowledge of the principles of rehabilitation
	Knowledge of manual handling law and techniques.

<b>Skills and Abilities:</b>	Skilled in working with people with care and support needs and carers to identify need, arrange outcome focussed services in a cost effective way, monitor service provision and review Care Plans
	Able to organise and manage own work and that of others
	Able to anticipate and respond appropriately to situations of conflict and disagreement
	Effective communication skills - verbal and in writing
	Ability to chair meetings
	Supervision of a range of staff within the Team
	Able to manage a team's workload. Develop and maintain referral system, assessment, allocation and workload management systems in line with departmental and policy priorities
	Able to develop effective working relationships with people with care and support needs, carers, colleagues and other agencies
	Able to work in line with service standards and objectives and assist the monitoring of performance against relevant local and national indicators

	Work in an anti-discriminatory way with people with care and support needs, carers and colleagues, and promote anti-discriminatory practice within the team.
	Able to investigate and manage disciplinary and complaint matters
	Able to contribute to the budgetary control process, including the authorisation, monitoring and projection of expenditure and the application of other funding streams
	Able to participate in the recruitment and lead on the effective induction of staff
	Provide professional supervision to staff and manage issues relating to staff development, learning and performance in order to achieve ongoing professional development of the Team
	Able to lead, motivate and support staff
	Able to make decisions in the absence of the Service Manager

<b>Experience:</b>	At least 5 years' post-qualifying experience with health or social care services for adults/older people
	Supervision of staff and students

<b>Educational:</b>	Professional qualification in Occupational Therapy and current registration with relevant professional body.
	Evidence of personal development and commitment to learning e.g. through attainment of management qualification.

<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)
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<b>Date Reviewed:</b>	December 2010	<b>Updated:</b>	August 2020
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