



Coventry City Council

## Job Description

<b>Job Title:</b>	OCCUPATIONAL THERAPIST	<b>Job Number:</b>	
<b>Service:</b>	THERAPY & EQUIPMENT SERVICE	<b>Grade:</b>	7
<b>Location:</b>	CITYWIDE		

This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment. To work closely with service users and other professionals to provide assessment and service provision to professionally accepted standards across therapy service area.

### Job Purpose:

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 and Responsibilities:

The post holder has a duty to:

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

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:** Occupational Therapy Assistants

**Responsible to:** Occupational Therapy Team Leads

**Date Reviewed:** October 2020

**Updated:** October 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	OCCUPATIONAL THERAPIST	<b>Job Number:</b>	
<b>Service:</b>	THERAPY AND EQUIPMENT	<b>Grade:</b>	7
<b>Location:</b>	CITYWIDE		

Area	Description
------	-------------

<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>	<p>The post holder needs to have the following abilities:</p> <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> <li>• organise self and enable others to do likewise</li> <li>• problem solve</li> <li>• to undertake further training where required as part of the duties of the post</li> <li>• prioritise and organise own workload</li> <li>• work as part of a team</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Relevant post graduate experience of planning therapeutic intervention, including rehabilitation / enablement programmes</li> <li>• Experience of supervising staff / students</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Diploma or BSc in Occupational Therapy</li> <li>• HCPC Registered</li> <li>• Evidence of post graduate education (desirable but not essential)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>

**Date Reviewed:**

**Updated:**                October 2020