



Coventry City Council

Job Description

Job Title:	OCCUPATIONAL THERAPIST	Job Number:	
Service:	Housing and Homefinder	Grade:	7
Location:	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 within the housing department and Homefinder Team to undertake screening and assessment of clients in the Homefinder process. This involves screening applicants who have applied for housing and requested medical priority; visiting them in their current property to assess their function and establish if adaptations can be made to this property; to visit potential new properties to ascertain if they are adapted or can be adapted to meet the applicant's needs; to arrange for aids / adaptations as necessary.

To work alongside clients with a wide range of disabilities including physical, learning and cognitive disabilities. Providing 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 client meets the criteria for provision of services.

To undertake environmental ergonomic assessment of the client's environment and assessment of their cognitive and functional ability to undertake daily living tasks. This involves working alongside clients, carers and staff to provide 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, clients, 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 clients referred to the service.

4. To interpret and analyse clinical and non-clinical data to form accurate picture of the client'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 promote the client'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 assess and provide:
 - a. Environmental assessments and recommendations specifically related to housing need and home adaptations
 - b. equipment and adaptations to assist daily living
 - c. 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 prognoses.
9. To accept responsibility for a designated caseload of clients and to organise this effectively and efficiently, regarding clinical priorities, service priorities and time available.
10. To manage and co-ordinate assessment processes 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 workload, including the management of clients within your care.
13. To use the computerised database to maintain accurate and up to date records of clients' assessments, treatment and discharge in accordance with data protection (GDPR) and departmental standards.
14. To adhere to the College of Occupational Therapists' Code of Ethics and Professional conduct and relevant clinical standards.
15. To be responsible for maintaining your competency to practice through CPD activities and maintain a portfolio that reflects personal development.
16. Any other duties and responsibilities within the range of the salary grade.

Responsible for:

Responsible to:

Date Reviewed:

Updated: January 2021



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• 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• Specific and comprehensive knowledge of housing – legislation and adaptations• Knowledge of relevant legislation relating to provision of therapy services• 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
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Skills and Abilities:	<p>The post holder needs to have the following abilities:</p> <ul style="list-style-type: none"> • to assess and evaluate how a client functions in their home and to identify and address how best to enhance the client's function, safety and independence within their home environment. • To understand and interpret building plans • to collate and interpret information from a variety of sources in order to develop an understanding of the client and their difficulties • to listen to and receive information from clients and their families / carers etc • 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 and following GDPR recommendations • to prepare written reports, e.g. case records • to deal with difficult situations sensitively • communicate effectively in a variety of ways, eg, verbal, written etc. • use initiative and work autonomously • organise self and enable others to do likewise • 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
Experience:	<ul style="list-style-type: none"> • Relevant post graduate experience of planning therapeutic interventions and of working with aids and adaptations; particularly major adaptations and housing • Experience of supervising staff / students
Educational:	<ul style="list-style-type: none"> • Diploma or BSc in Occupational Therapy • HCPC Registered • Evidence of post graduate education (desirable but not essential)
Special Requirements:	<ul style="list-style-type: none"> • 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).

Date Reviewed:

Updated: January 2021