****

**JOB DESCRIPTION**

**Job Title: Occupational Therapist**

**Directorate & Section/Unit: Adults and Communities Directorate – Reablement Service**

**Salary Grade: P01**

**Reporting to: Senior Occupational Therapist**

**Management Responsibility for: Therapy Assistant**

**Purpose of job:**

* To deliver a specialist Occupational Therapy service with the aim of identifying options to improve independence and reduce the need for carer input through the use of a range of equipment, assistive technology, manual handling techniques and the delivery of training.
* To support the early review of post hospital discharge packages of care to promote independence and ensure best use of limited care funds.

**Main Activities & Responsibilities:**

* To comply with the College of Occupational Therapy Code of Ethics and Professional Conduct and national and local policies and procedures.
* To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
* To carry out moving and handling risk assessments resulting in competent risk reduction taking place.
* To recommend and arrange for provision of specific equipment and/or handling techniques to ensure service user and carer safety in manual handling.
* To undertake occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficit, enabling people in areas of self maintenance, productivity and leisure. This will include assessing for equipment, minor and major adaptations.
* To provide specialist training in manual handling techniques when required.
* To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional, Council and Trust standards.
* To adhere to Council policies and Health and Safety guidelines, maintaining a safe system of working, monitoring and reporting on own caseload and capacity.
* To participate in operational planning and service evaluation through the use of evidence-based practice, audit and outcome measures.
* To be aware of the financial implications of resource allocation.
* To provide effective guidance and supervision for the Occupational Therapy Assistant.
* To promote the role of Occupational Therapy and encourage cooperation across organisational boundaries.
* To work with Providers in ensuring correct manual handling techniques are employed which results in the appropriate level of care being provided.
* The post holder may be required to work at any of the Council or Trust’s sites across Worcestershire in line with service needs.
* To proactively engage stakeholders to ensure that individuals' requirements are understood in all contractual activities.
* To deliver the induction, training, education and supervision of students and junior staff.
* Review and reflect on your own practice and performance through effective use of professional and operational supervision and the staff appraisal system.
* Develop and maintain own highly skilled competencies in Occupational Therapy.
* Maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equal Opportunities Policy
* Ensure that all relevant WCC and Trust policies and procedures are adhered to.

**Contacts:**

 In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

 Internal: WCC and Integrated Community Equipment Service (ICES) managers and staff.

External: Service Users and family members, Care Support Workers, Manual Handling Assessors/Trainers, Health and Social Care Trust staff, GPs and Consultants, Care Providers, Equipment Suppliers, District Councils, Voluntary Sector Organisations.

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act

Author: S Brotherton Date: 16th August 2017

****

**PERSON SPECIFICATION**

**Job Title: Occupational Therapist**

**Directorate & Section/Unit: Adults and Communities Directorate – Reablement Service**

**Salary Grade: P01**

**EXPERIENCE & VALUES:**

It is **essential** that the post holder has:

* Substantial experience in Occupational Therapy, including assessment and working with both individuals and carers to improve their well-being.
* Significant post registration experience in a health and/or social care setting.
* Substantial experience of joint working with other agencies and disciplines.
* Considerable experience of working with adults with physical disabilities and/or long term conditions.
* Significant experience in prioritising and managing caseloads
* Significant experience of delivering manual handling training to informal and formal carers.

It is **desirable** that the post holder has:

* Considerable experience of working in a community setting.
* Demonstrable experience of working in a neurological or orthopaedic setting
* Demonstrable experience of working in a rehabilitation setting

**KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:

* Expert knowledge of manual handling assessments and techniques.
* Specialist knowledge of disability equipment.
* Detailed knowledge of Safeguarding legislation, policies and practice.
* The ability to communicate effectively in English in both verbal and written formats.
* Working knowledge in the use of ICT, e.g. Microsoft Office and electronic client records
* Ability to cope effectively in stressful situations
* Ability to critically analyse and plan
* Ability to effectively communicate, influence and maintain working relationships across all agencies and disciplines.

It is **desirable** that the post holder has:

* Detailed knowledge of Social Care and NHS legislation.
* Working knowledge of the use of adaptation and Disabled Facility Grants.

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

* HCPC registration
* A Diploma or Degree in Occupational Therapy

It is **desirable** that the post holder has:

* Evidence of relevant post graduate courses/CPD maintained portfolio.

**Additional information:**

It is **essential** that the post holder has:

* The ability to work flexibly in order to meet with carers and service users at early or late appointments
* A current driving licence and the ability to travel to appointments throughout Worcestershire
* The ability to demonstrate flexibility in adapting to ergonomically restrictive working environment, e.g. carrying and fitting equipment.

Author: S Brotherton Date: 16th August 2017