

# Hertfordshire County Council Job Outline



<b>JOB TITLE:</b>	Occupational Therapist/ Senior Occupational Therapist
<b>GRADE:</b>	H8-M1
<b>REPORTS TO:</b>	Team Manager/ Deputy Team Manager
<b>TEAM:</b>	Adult Disability Service Older Peoples Service
<b>DEPARTMENT:</b>	Adult Care Services

## Purpose of the Job

To contribute effectively and professionally to the work of the Adult Disability Service (ADS) and / or Older People Service (OPS) by providing appropriate responses to those in need of support and taking appropriate safeguarding action as and when required

Occupational Therapists and Senior Occupational Therapists will endorse and act in accordance with the principles of personalisation, ensuring that care and support are person-centred and as far as possible put the people with whom they work in control of their lives. In doing so they will carry out assessments of need, plan and deliver services and review outcomes with the individual, their personal networks and support providers

Our Occupational Therapists will ensure their practice is responsive, inclusive and community based with a clear focus on outcomes

As a Senior Occupational Therapist, you will bring significant expertise to complex cases. Working and leading practice at the level outlined in the codes of conduct and standards of practice set out by HCPC and the British Association of Occupational Therapists and / or College of Occupational Therapists. Individuals operating at this level will have knowledge and expertise in the Mental Capacity Act

And more broadly they will support the delivery of the HCS vision to 'the People of Hertfordshire so that they feel well informed about what's available to them so they can lead safe, happy and healthier lives in a way they choose. They feel valued and listened to, have independence and a range of positive things to do. We offer the best and most responsive services in the country. These are services our staff feel proud to deliver and would be pleased to receive.'



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## **Main Areas of Responsibility**

### **Responds to complex needs**

Provides professional expertise in situations which are complex or ambiguous  
Uses analytical skills and the OT process to assimilate information, inform assessment, decision making and intervention, supporting others to do the same where appropriate

Completes support planning with service users to ensure that outcomes identified at assessment are met through the provision of support, equipment, adaptations and enabling programmes

Actively engages with, assists and provides advice to carers, conducting carers assessments when appropriate, to enable them to sustain their caring role.

Makes proportionate, professional judgements applying necessary OT process and expertise

Senior Occupational Therapists will also work in partnership with other organisations, community groups and community members in all settings to achieve positive outcomes for people and improved partnership working

### **Ensures effective safeguarding and risk management**

Acts as the lead professional, where appropriate, in safeguarding situations in inter-agency and inter-professional situations

Effectively assesses and manages risk, knowing how to intervene proportionately and ensuring people are protected from harm, while protecting their human rights

Undertakes proportionate assessment of vulnerable adults in accordance with current Adult Social Care legislation

Undertake safeguarding investigations, providing expert knowledge of safeguarding processes, practice, policy and case law where appropriate. Seeks the direction of a manager dependent on experience

Actively engage with, assist and provide advice to carers, conducting carer's assessments, to enable them to sustain their caring role

Occupational Therapists will also case manage and undertake proportionate assessment and effectively risk manage varying complex situations, dependent on experience with people who use our support and services Understanding when to take positive risks within and agreed approach.

## **Addresses adversity and social exclusion**

Acts as the lead professional providing information and advice, where appropriate, when an adult is at risk of social exclusion and assist people to deal with adverse circumstance such as poor health, poverty, inadequate living conditions; as well as maximising the strength of individuals, their families and their communities

Actively promotes equality and inclusiveness and challenges discrimination

## **Promotes independence and autonomy**

Acts as the lead professional, where a person is severely constrained by social or family circumstance and provides support to achieve a reasonable degree to independence and autonomy

Uses a person-centred approach, developing creative and personalised solutions to assist people to manage their lives independently for as long as possible

Promote independence and community wellbeing, choice and control within a personalisation framework and uses self-directed support flexibly

Assesses the environment in relation to participation in meaningful activity, providing information and advice to individuals, carers and family members Focusing particularly on environment adaptation, sourcing daily living equipment and assistive technology

Senior Occupational Therapists will also undertake preventative work to promote independence both with individuals and within wider project work

## **Prevention, early intervention and re-enablement**

Acts as the lead professional when a person's health or capacity is deteriorating or likely to deteriorate (without intervention) and the alternative may be premature admission to institutional forms of care. Works in partnership with other organisations to ensure an integrated approach to rehabilitation focussing on the strengths of the individual and their potential for maximising their own resources

## **Demonstrate HCC Values and Behaviours and Professional Standards**

Carries out duties in a timely and responsive manner, in line with HCPC standards, Codes of Conduct and Standards and HCC's Values and Behaviours framework

Maximises efficiencies in care planning through consideration of charging systems and other funding streams

Keeps and maintain accurate, up to date service user records, in line with professional requirements and departmental recording methods

Identifies gaps in current provision and discusses these with supervisor



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Be ambassadors and leaders of the profession both internally and externally

Makes effective use of resources utilises all options available, working with service users and across organisational boundaries

### **Development of Self and Others**

Maintains accurate and up to date knowledge of resources through continual professional development, supervision and active engagement with local communities

Contributes to the learning and development of others

Takes responsibility for own professional development in line with Personal Development Plan, and perform at an appropriate level within the Professional Capability Framework

Undertakes specialist training as required to maintain and progress career within the organisation

Senior Occupational Therapists will:

- Mentor and supervise non-qualified
- Undertake specialist training as required to maintain and progress career within the organisation
- Act as a lead within the team on policy, procedure and practice and disseminate this to other team members using appropriate methods. Provide OT practice education opportunities & mentor others with this
- Utilises both the national and local contexts to support service development and OT practice
- Provides professional leadership in situations which are complex or ambiguous
- Provides advice & mentoring related to complex moving and handling and equipment issues, including advice to carers & organisations.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **LOCAL GOVERNMENT ASSOCIATION: STANDARDS FOR EMPLOYERS OF SOCIAL WORKERS AND SOCIAL CARE WORKERS (ENGLAND)**

Hertfordshire County Council promote the Local Government Associations 'The Standards for Employers of Social Workers and Social Care Workers in England'



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The purpose of the Standards is to sustain high quality outcomes for service users and their families/ carers/communities. The Standards for Employers are devised into three focal areas:

- Enabling employers to provide a well led professional environment
- Enabling social work professionals to maintain their professionalism
- Enabling them to practice more effectively.

### **Special Requirements**

As a requirement of this role the post holder will need to have a full UK Driving Licence. You will be required to travel to visit clients in their homes and at other venues, and to attend meetings at sites other than own work base.

### **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

### **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.



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## Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)



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Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

### Occupational Therapist H8-H9

	Essential Criteria	Desirable Criteria
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>Degree or diploma in Occupational Therapy registered with HCPC</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Continuous Professional Development (CPD)</li> <li>Moving &amp; handling experience</li> <li>Best Interest Assessor qualification</li> <li>Approved Mental Health Professional</li> <li>Practice Educator Qualification</li> <li>Master level modules in specialist areas</li> </ul>
<b>Relevant Demonstrable Experience of:</b>	<ul style="list-style-type: none"> <li>Working with adults / children within a health and social care setting</li> <li>Involvement in multi-agency work</li> <li>Adult Social care and legislation, strategies and guidance relevant to the post</li> <li>Mobilising a range of services as part of the care management practice</li> <li>Clinical reasoning and application</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff or student supervision</li> <li><input type="checkbox"/> Applied knowledge of at least one of the following: Mental capacity Act; Mental Health Act; Care Management; Continuing Health Care, Care Programme Approach, Housing Legislation</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Occupational therapy assessment, care management</li> </ul>	<ul style="list-style-type: none"> <li>Works within a scheme of delegated authority</li> </ul>



	<p>and safeguarding</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Risk management and positive risk taking</li> <li><input type="checkbox"/> Human rights legislation and how these laws protect the rights of adults</li> <li><input type="checkbox"/> The integration agenda - working as part of a multi-disciplinary /agency team</li> <li><input type="checkbox"/> The personalisation agenda - applying creative problem solving to maximise independence</li> <li><input type="checkbox"/> Strong IT, report writing, written skills;</li> <li><input type="checkbox"/> Strong interpersonal communication skills, flexing approach and language to meet the needs of service user</li> <li><input type="checkbox"/> Assesses and records eligible and non-eligible needs, drawing on evidence based practice to inform your response</li> <li><input type="checkbox"/> Identifying a range of people that may need to engage with as part of the care management process</li> </ul>	
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Works within HCC Values and Behaviours Framework</li> <li>• Evidence of core HCPC values and behaviours– Standards of Proficiency for Occupational Therapists</li> <li>• I presented, motivated, reliable, dependable, self-confident with an ability to work autonomously</li> <li>• Promotes independence and community based solutions</li> <li>• Demonstrates a commitment to lifelong learning, including sharing knowledge with others</li> </ul>	

## Senior Occupational Therapist M1

	<p><b>Essential Criteria</b></p>	<p><b>Desirable Criteria</b></p>
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<p><b>Qualifications and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Degree or diploma in Occupational Therapy registered with HCPC</li> <li>• Relevant specialist post qualifying and / or post graduate training.</li> <li>• Actively undertake AMHP, Moving &amp; Handling, Practice Educator, or equivalent, or agreement to undertake these roles within the first year</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approved Mental Health Professional</li> <li><input type="checkbox"/> Practice Educator Qualification</li> <li><input type="checkbox"/> Best Interest Assessor practitioner</li> <li><input type="checkbox"/> Moving &amp; Handling assessed course</li> </ul>
<p><b>Relevant Demonstrable Experience of:</b></p>	<ul style="list-style-type: none"> <li>• Works with vulnerable adults and / or children within a health and social care setting</li> <li>• Involvement in multi-agency work</li> <li>• Experience of student supervision</li> <li>• Applied use of Social Care &amp; Health Care legislation &amp; housing legislation</li> <li>• Advanced Safeguarding processes and investigations.</li> <li>• Clinical reasoning and application</li> </ul>	<ul style="list-style-type: none"> <li>• Applied in depth knowledge of at least one of the following of Mental capacity Act; Mental Health Act; care Management; Continuing Health Care, Care Programme Approach, Housing legislation</li> <li>• Experience of Staff supervision &amp; development planning</li> <li>• Chairing safeguarding investigations</li> </ul>
<p><b>Knowledge and applied understanding of:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adult Social care legislation, housing legislation, strategies and guidance relevant to the post</li> <li><input type="checkbox"/> OT or assessment, care management and safeguarding</li> <li><input type="checkbox"/> Human rights legislation and how these laws protect the rights of adults</li> <li><input type="checkbox"/> The integration agenda - Working as part of a multi-disciplinary /multi-agency team</li> <li><input type="checkbox"/> The personalisation agenda and applying creative problem solving to maximise independence</li> <li>• Occupational Therapy and it's role in health &amp; social care</li> <li><input type="checkbox"/> Understanding of occupational performance &amp; analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Works within a scheme of delegated authority</li> </ul>

<p><b>Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>• Exceptional communication and interpersonal skills with individuals, families, groups and staff</li> <li>• Strong IT, report writing, written skills</li> <li>• Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response</li> <li>• Acts in a self-directed, proactive way to identify and develop opportunities ideas and innovation</li> <li>• Keeps calm and focussed under pressurised and challenging circumstances</li> <li>• Risk management and positive risk taking</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors, coaches, support and supervises other qualified care professionals to be accountable, proactive, innovative, autonomous and to enhance performance.</li> <li>• Analytically interprets research, audits, case law and present to colleagues in an accessible way to inform practice.</li> <li>• Actively and creatively develops team members' capabilities in line with service objectives and professional standards</li> </ul>
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates ability to work within a defined Values and Behaviours Framework</li> <li>• Evidence of core values and behaviours relevant to HCPC – Standards of Proficiency for Occupational Therapists</li> <li>• Motivated, reliable, dependable, self-confident with an ability to work autonomously</li> <li>• Promotes independence and community based solutions</li> <li>• Finds innovative solutions to meet identified needs of service users.</li> <li>• Reflects on experiences to enhance and inform own practice and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Utilises a wide range of knowledge and expertise to inform decision making and looks beyond immediate solutions</li> </ul>