

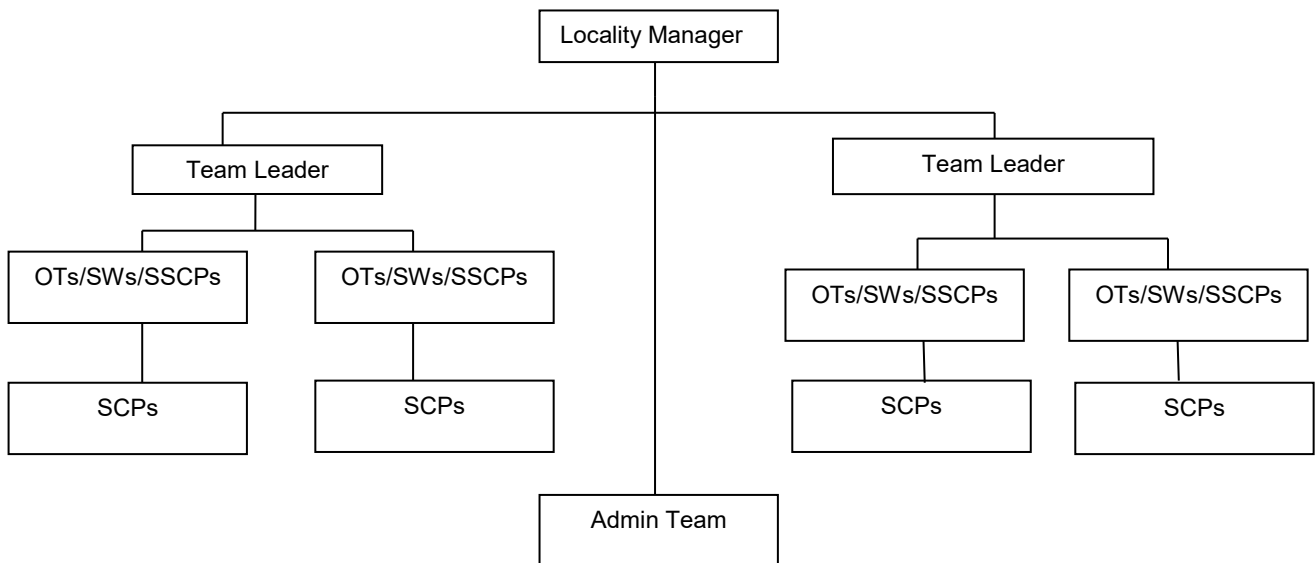
Job Description and Person Specification

Job title:	Occupational Therapist
Directorate:	People
Service:	Adult Social Care
Team:	East Locality Team
Post number:	04276
Salary grade:	H-I
Work location:	Turnhams Green
Reports to:	Team Leader
Supervises:	N/A

Job Purpose

- To receive and respond suitably to contacts from people who need support and their carers.
- To use professional expertise and knowledge to identify suitable ways for people to manage those needs, e.g. through use of, equipment, adaptations, packages of care, etc.
- To maximise the opportunities for vulnerable people to be in control of their lives and to live as independently as possible.
- Where appropriate, to review those arrangements.
- To undertake suitable work as required in relation to:
 - Safeguarding
 - Mental Capacity
 - Deprivation of Liberty
 - Assessment and management of risk.
 - CHC
- To develop relevant expertise and knowledge appropriate to their role as an Occupational Therapist.
- To provide OT expertise to other team members and undertake supervisory responsibilities as directed by the Team Leader.
- To apply best value principles.
- To record all relevant details relating to their work.
- To take an approach which prevents, reduces or delays the need for care and support.

Structure Chart



Main Duties and Responsibilities

- To comply with the requirements of the Health and Care Professions Council.
- To provide people with good quality advice and information relating to care and support. This will include seating assessments, Moving and Positioning, Reablement, accommodation assessments (for Disabilities), adaptations and equipment.
- When relevant, to work with people to connect them to community resources.
- When necessary, to work with people in crisis to stabilise their situation.
- When necessary, to work with people to meet long-term care and support needs.
- When necessary, to review care/support arrangements.
- To work to the professional standards as set by the College of Occupational Therapy.
- To undertake supervisory functions as directed by the Team Leader.
- To assist service users and carers to construct a Support Plan which meets their needs, maximises independence and covers identified risks. In doing so, offering the widest possible flexibility and choice through comprehensive engagement with the family, the community, voluntary organisations, and provider services.
- To ensure that service users are safeguarded by implementing Council and national procedures for Safeguarding
- To work collaboratively with colleagues from other services, including Health, Voluntary Sector, etc.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- To ensure that all records / reports, in whatever format, are completed thoroughly and

Main Duties and Responsibilities

accurately.

- To ensure that own practice is of the required standard by knowing and implementing relevant policies, procedures and guidance.
- To actively participate in supervision and appraisal, and relevant training.

Scope (impact on/control of resources, people, money etc)

- The post holder is responsible for identifying and recommending services or expenditure to meet people's care and support needs.
- No direct budget responsibility
- The post holder shares in the wider responsibility of ensuring that Public Funds are used wisely and effectively.

Person Specification

Qualifications	Essential/ Desirable	Internal use only
Professional qualification in Occupational Therapy	E	1
Best Interests Assessor – need to work towards within 2 years	D	1
CPD Record	E	2
Moving and Handling Assessor qualification	D	2
Experience		
Experience of working in Adult Social Care sector	E	1
Experience of working with Colleagues from other disciplines	D	1
Knowledge and understanding		
Skilled in the moving and positioning of people	E	1
Knowledge of seating / postural management solutions	E	2
Knowledge of Direct Payments system	D	1
Knowledge of national legislation including Care Act, Mental Capacity Act, etc	E	3
Knowledge of Safeguarding Adults procedures	E	4
Knowledge of Health and Social Care services, private and voluntary services	E	5
Expertise in relevant condition specialism(s) relevant to the post.	E	6
Skills and abilities		
Ability to use Email and Outlook and to use a web browser to access information	E	1
Ability to use Microsoft Office software	E	2
Ability to work in close conjunction with customers and carers, Health, voluntary organisations, and others to achieve outcomes in the light of particular conditions, giving expert advice and guidance on realistic goals.	E	3
Ability to use electronic data system specific to ASC.	E	4
Ability to guide, advise or supervise others.	D	1
Work-related personal qualities		
Commitment to ensuring anti-discriminatory and anti-oppressive practice	E	1
Positive attitude towards risk enablement / management	E	2

Ability to prioritise and delegate	E	3
Good interpersonal skills – communicating, listening, responding	E	4
Other work-related requirements		
Full driving license and use of a vehicle for work	E	1
Take part in Duty rota as required	E	2
Flexibility and adaptability	E	3
Provide training to staff on techniques and features of individual conditions	E	4
Registered with HCPC	E	5
DBS Check?	Yes	n/a
Politically restricted post?	No	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	6