

## Job Description

<b>Section/Service:</b> Brokerage and Professional Support Adult Social Care	<b>Department:</b> Adult Social Care
<b>Job Title:</b> Occupational Therapist	

<b>The Department/Team:</b>
To provide ongoing day to day Professional Support (Social Work and Occupational Therapy) & Brokerage to customers of Optalis.
<b>Primary Purpose of Role</b>
<ul style="list-style-type: none"> <li>• To provide day to day ongoing professional support to customers as required and where possible, promote social change</li> <li>• Provide an Occupational Therapy Service to identified customers using relevant professional specialism and helping customers to achieve desired outcomes and improve their quality of life</li> <li>• Monitor and review Occupational Therapy outcomes in line with procedures; assist in problem solving to enhance wellbeing using relevant professional skills</li> </ul>
<b>Main Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Work with customers who require OT input to ensure individual needs are met</li> <li>• Be responsible for a personal list of casework requiring OT input, providing information and advice to people and their carers. Alert manager when more senior input is required</li> <li>• Forward completed OT Plans for formal sign off, revising with customer as necessary to achieve sign off and so that plans can be implemented</li> <li>• Provide specialist assessments and training according to individual need to meet desired outcomes</li> <li>• Arrange, implement and review support arrangements and resources, carrying out minor adjustments as necessary to ensure desired outcomes are achieved</li> <li>• Provide emotional support and respond to day to day ongoing problems encountered by caseload and colleagues</li> <li>• Respond to / raise alerts in regard to Safeguarding issues and undertake Safeguarding Investigations where necessary</li> </ul>

# Person Specification

D – Desirable, E- Essential

Qualifications/Education/Training/Knowledge:	D/E
<ul style="list-style-type: none"> <li>• Qualification in Occupational Therapy</li> <li>• Registered with HPC or equivalent professional body</li> <li>• Good standard of Maths and English</li> <li>• Good knowledge of the needs of vulnerable adults and their carers</li> <li>• Knowledge of the principles and practice of risk assessment</li> <li>• An awareness of the function and operation of Eligibility Criteria within Adult Social Care</li> <li>• Sound understanding of Self Directed Support</li> <li>• Good knowledge of the relevant social care legislative framework</li> </ul>	E
Skills and Abilities	
<ul style="list-style-type: none"> <li>• Excellent IT skills, including Work and Outlook, plus the ability to work on any other IT system as required</li> <li>• Good written and verbal communication skills</li> <li>• Good telephone manner and ability to engage with people with communication difficulties</li> <li>• Good quality support planning and analytical skills</li> <li>• The ability to work under pressure to meet deadlines, managing a varied workload</li> </ul>	E
Experience	
<ul style="list-style-type: none"> <li>• Significant experience of working with vulnerable adults in one or more of the following areas:               <ul style="list-style-type: none"> <li>- Learning Disabilities</li> <li>- Older Persons</li> <li>- Physical Disabilities</li> <li>- Mental Health</li> </ul> </li> </ul>	E
Personal Qualities	
<ul style="list-style-type: none"> <li>• An understanding of the emotional physical impact of illness / disability and sensory loss on individuals and their families</li> <li>• The ability to facilitate communication to engage customers and carers in the assessment process</li> <li>• The ability to handle highly sensitive information with a good understanding of confidentiality</li> <li>• Able to work with degrees of risk, change and conflict and to identify personal stress levels and to seek advice/support when necessary</li> <li>• Ability to undertake lone working in a range of settings, including people's own homes</li> <li>• Some availability to undertake work outside of normal office hours</li> <li>• Need to travel independently according to the nature of work required</li> </ul>	E

## Optalis Company Core Values;

### Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

### Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

### Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

### Communication

We ensure two-way communication with our customers and staff; providing clear, accurate information.

### Continuous Development

We embrace and drive forward positive change within the organisation.

### Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.