

## Job Description and Person Specification

<b>Job title:</b>	Occupational Therapist
<b>Directorate:</b>	People
<b>Service:</b>	Adult Social Care
<b>Team:</b>	Maximising Independence
<b>Post number:</b>	03776
<b>Salary grade:</b>	H-I
<b>Work location:</b>	Hillcroft House
<b>Reports to:</b>	Team Leader
<b>Supervises:</b>	Social Care Practitioner

### Job Purpose

- To work with, assist and advise Service Users, Carers, Colleagues and a range of other partners to fully utilise and prescribe reablement services, equipment usage, and alterations to the living environment in order to give the maximum opportunity for individuals to be independent and to achieve their desired outcomes.
- To work with service users and carers, and in partnership with Social Care Practitioners on Self Directed Support Planning and the setup of Personal Budgets from the point of referral to first review.
- To maximise the opportunities for vulnerable people to be in control of their lives and to live as independently as possible.
- To assess and manage risk when supporting individuals to maximise their independence.
- To work in close conjunction with reablement services, Health colleagues, voluntary sector, private providers and clubs and activities to assist with the development of individual Self Directed Plans.
- To develop expertise appropriate to their role.
- To ensure that all applications for resources comply with eligibility criteria and best value principles.
- To provide Occupational Therapy expertise to other colleagues.

### Structure Chart

See separate structure chart

### Main Duties and Responsibilities

- To work to the professional standards set by the College of Occupational Therapy.
- To advise and prescribe immediate or reablement programmes including levels of care, techniques, goals and methods to achieve maximum safe independence based on outcomes with the client.
- To contribute to the self-directed support process by giving service users information about the process and their options within this process, and if appropriate to support customers and family members/carers to undertake the self-directed assessment questionnaire.
- To assist service users and carers to construct a Support Plan which meets their needs,

## Main Duties and Responsibilities

outcomes and covers identified risks. In doing so, offering the widest possible flexibility and choice through comprehensive engagement with the family, the community, activities, voluntary organisations and provider services.

- To prepare, process and monitor progress on applications for Disabled Facility Grants as appropriate to their role, whether working on simple applications in the Access For All Team, or more complex applications in Maximising Independence, or over longer periods in the Long Term Teams.
- To ensure that service users are safeguarded by implementing Council and national procedures for Safeguarding.
- To work with a “can do” approach to risk management that ensures that service users are neither placed at high risk nor prevented from undertaking activities due to perceived risks – using Council processes.
- To work in close partnership with colleagues in reablement services, Health Services, other agencies, families/carers, and other Council Services in order to achieve coordinated services within eligibility criteria.
- 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.

- Ensuring that all records/reports, in whatever format, are completed thoroughly and accurately.
- To ensure self-development by being an active participant in supervision and appraisal, and by undertaking relevant training.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

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

There is no responsibility for budgets

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Professional qualification in Occupational Therapy	E	1
Registration with the Health Professions Council	E	2
CPD record	E	3
Moving and Handling Assessor qualification	D	1
<b>Experience</b>		
Experience of working in Adult Social Care Sector	E	1
Knowledge of national legislation including Care Act, Mental Capacity Act.	E	2
Knowledge of Safeguarding Adults procedures	E	3
<b>Knowledge and understanding</b>		

Knowledge of self directed support process / personalisation / personal budgets	E	1
Knowledge of Personal Budget processes operating in Adult Social Care	E	2
Knowledge of services available in the community / health services	E	3
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to work in close conjunction with customers and carers, Health, voluntary organisations and commercial providers, giving expert advice and guidance on realistic outcomes and goals in light of particular conditions and their stage of progress.	E	3
Ability to identify priorities and manage their workload, focussing on essential tasks to efficiently achieve the objectives in each case	E	4
<b>Work-related personal qualities</b>		
Good inter-personal skills – communicating, listening, responding	E	1
Commitment to ensuring anti-discriminatory and anti-oppressive practice	E	2
Positive attitude towards risk enablement / management	E	3
<b>Other work-related requirements</b>		
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	1
Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
To take part in Duty Rotas as required	E	2
Ability to drive with full driving license	E	3
Provide training to staff on techniques as features of individual conditions	E	4