

# Job Description

## For Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Occupational Therapist	JEID	J0125
Salary Grade:	J		
Team:	HEART		
Service Area:	Adult Social Care and Support		
Primary Location:	Riverside House, Milford Lane, Leamington Spa.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Occupational Therapist, Occupational Therapy Team Leader.		
Responsible for:			

### Role Purpose

To complete Occupational Therapy Assessments as part of HEART, and work with customers to find housing solutions to enable customers to maximise their independence within their own homes.

### Role Responsibilities

To support the provision of a professional, effective and efficient occupational therapy service to residents of Warwickshire.

Through therapeutic use of 'occupation', you will enable people who face changes or challenges to their level of independence (due to aging, disability, reduced memory/cognition and/or social challenges) to live a more fulfilling and meaningful life.

Occupations will include things people need, want and/or are expected to do in areas of their life such as self or personal care, making use of their home, and engaging in leisure, learning or work related activities.

You will use skills in clinical reasoning, critical analysis, and evidence based practice.

You will use a person-centred approach to support and enable people to carry out everyday occupations and routines such as moving around their home, dressing, eating or other activities that are important to them.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	J0125
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### Main Tasks

- Works as an autonomous practitioner within the team, making use of regular formal and informal supervision and support of the OT senior or OT team leader as directed or required.
- Effectively supports people with complex needs who are facing the impact of aging, disability and/or social challenges to live a more fulfilling and meaningful life through their occupational therapy work which might include specialist assessments, such as moving and handling or care management responsibilities.
- Undertakes strength based assessments and interventions relevant to the role, evidencing an understanding of the relationship between person, occupation, health and wellbeing.
- Creates person centred interventions using sound clinical reasoning and advanced problem solving skills.
- Empowers customers and carers to meet their identified outcomes and to promote wellbeing through meaningful interventions which prevent, reduce and delay the need for additional support.
- Assesses capacity to gain valid and effective consent, or make use of legal frameworks designed to protect those customers who lack capacity to make decisions about their care and support.
- Maintains accurate, concise records and produces timely reports as necessary in accordance with policy, procedures and professional standards.
- Supports the management team to ensure the effective and efficient delivery of the Occupational Therapy Service within allocated resources.
- Works within the current legislative framework and Council policies and procedures, under the supervision of the line manager.
- Ensures that Health and Safety responsibilities, including the moving and handling of people, are carried out in accordance with the Directorate's Health and Safety policy.
- Participates in regular informal and formal supervision and appraisal, to ensure safe and high quality service delivery.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Takes responsibility for ensuring own knowledge is current, and to participate in service development work / projects.
- Reflects on decisions, and the effectiveness of actions, with the aim of continually improving the service provided.
- Undertakes fieldwork education training and contributes to the training of Occupational Therapy Students and students from other professions, as appropriate.
- Contributes to safeguarding investigations with supervision and as agreed with line manager. This may include attending planning / strategy meetings, case conferences and reviews as required and appropriate.
- Supports management of referrals into the team, participating in a duty rota system as directed by the senior OT or OT team leader.

- Can be available to work on a rota basis, to support 7 day service delivery.
- Can be available to work within any of the council's localities, and/or different occupational therapy teams
- A willingness to engage in role rotations within different WCC Occupational Therapy Teams
- Any other duties that the Council shall from time to time determine in the interest of the development of services.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Qualifications - Holds DIPcot, BSc or equivalent WFOT recognised qualification	
Holds current registration as an Occupational Therapist with the Health and Care Professions Council (HCPC).	
The ability to independently interpret and analyse relevant information communicated and/or observed by customers (and where relevant, their support networks) to enable people to find solutions that meet their identified outcomes.	
The ability to undertake assessment of people with complex needs and to collaboratively develop, implement and review interventions which either inform, or prevent, reduce and/or delay the need for long term care and support.	
Demonstrates understanding of the occupational therapy role, including Occupational Therapy core skills, principles and the importance of the relationship between meaningful occupation, health and wellbeing.	
Demonstrates good organisational skills, including the ability to manage own workload, deciding priorities independently, and managing own time effectively.	
The ability to maintain quality and accurate records, writing complex reports under time pressures and with potential for unplanned interruptions.	
The ability to use technology to support their working role; evidence of computer skills, ability to operate a keyboard, update client database systems. Ability to use smartphones, apps and tablets if directed / required in the role.	
Demonstrates the ability to communicate fluently both verbally (in person and by telephone) and in writing, with a wide range of people.	
Demonstrates the ability to work effectively both autonomously, and with colleague and managers as part of a larger team.	
Ability and experience to cope with emotional demands arising from the nature of the client group such as terminally ill customers	
Demonstrates understanding of key legislation relevant to the role.	

<p>Demonstrates the ability to identify own learning and development needs, with a commitment to lifelong learning and continuing professional development.</p> <p>Contributes to the learning environment and the development of self and others.</p> <p>Demonstrates the ability to follow policy, instruction and procedures.</p> <p>Demonstrates practical problem solving skills.</p> <p>Ability to mobilise and travel effectively throughout the County. Must have use of own vehicle and current driving licence. Disabled applicants should be able to perform the job with aid, where necessary.</p> <p>Available to work on a rota basis, to support 7 day service delivery.</p> <p>Available to work within any of the council's localities, and/or different occupational therapy teams</p> <p>Willing to engage in role rotations within different WCC Occupational Therapy Teams</p> <p>Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).</p>	
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### Desirable Criteria

Assessed By:

Assessing and problem-solving complex manual handling situations which could also lead to a reduction in the need for additional care.	
Experience working as a carer, or care supervisor/manager.	
Experience in managing medication and updating medication records.	
Experience in use of specialist assessments or outcome measures; such as sensory integration, skills assessments, TOMs.	
Experience in assessing Disabled Facilities Grant applications.	
Experience in the delivery of training to individuals or groups.	

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety

Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input checked="" type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	