

Job Description

For Non-Streamlined Safeguarded 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, Children's	JEID	L0206
Salary Grade:	Scale £31,160-£33,128 pro rata		
Team:	Community Childrens Occupational Therapy		
Service Area:	Children with Disabilities		
Primary Location:	Saltisford Office Park, Warwick or Bulkington community & Conference Centre, Bulkington,		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead for Childrens Occupational Therapy		
Responsible for:	Co-responsibility for junior OTs, OT support staff and students		

Role Purpose

Occupational Therapists are employed by Warwickshire County Council Social Services Department, to work alongside Social Workers and other staff, contributing to the Department's Care Management Procedures enabling children with disabilities to remain in the community through a process of assessment of need, care planning and co-ordination of service provision.

Role Responsibilities

Main Duties

1. To carry designated caseload related to adaptation referrals, as agreed with Senior Occupational Therapist, liaising with other professionals and services as required.
2. To manage being employed by the County Council but being based with the NHS Occupational Therapy Team within the Integrated Disability Service and utilising their systems and processes.
3. To support the Senior Occupational Therapist in ensuring the effective delivery of the Occupational Therapy Service within the designated specialty and allocated resources.
4. To partake in supervision and appraisal as required.

5. To be responsible for the supervision of junior members of staff.
6. To be responsible for keeping knowledge updated and to participate in further professional/training/research/audit projects for self and service development to facilitate the delivery of Best Value, as identified in personal development plan.
7. To take delegated responsibility for particular tasks as determined by the Senior Occupational Therapist, including involvement in the support of duty, alongside other team members.
8. To undertake fieldwork education training when appropriate and contribute to the training of Occupational Therapy Students and students from other professions, as appropriate.
9. To contribute to the training of Occupational Therapy personnel, personnel from other disciplines and carers, in Occupational Therapy practice and methods.
10. To attend and contribute to management and professional forums as required.
11. To ensure compliance with the statutory requirements under the Community Care Act and other relevant legislation.
12. To maintain accurate, concise records and produce timely reports as necessary. Some recording will be maintained through computerised client record system, however within the paediatric OT service, paper files with written records are currently used.
13. To undertake all of the above in accordance with statutory and Departmental policies and procedures.
14. To ensure that health and safety responsibilities are carried out in accordance with the Department's Health and Safety Policy and procedures.
15. Any other duties that the County Council shall from time to time determine.

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 / Training <ul style="list-style-type: none"> ▪ Diploma or Degree in Occupational Ttherapy ▪ State registration with Health Professional Council 	A, D
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Experience <ul style="list-style-type: none"> 2 years post registration experience with at least 6 months experience in physical disability or paediatrics Working in a range of Health/Social Care Community settings 	A, I
Skills and knowledge <ul style="list-style-type: none"> Can demonstrate practical problem solving skills Demonstrate effective clinical reasoning Ability to analyse professional and ethical issues Knowledge of clinical governance and its application Aware of legislation relevant to Service Has an understanding of individual strengths and weaknesses and areas where they might need support Has an understanding of the role of supervisee and appraise Evidence of reasonable computer skills 	A, I A, I A, I A, I A, I I A, I A, I
Inter-personal skills <ul style="list-style-type: none"> Displays clear written and verbal communication Ability to build effective working relationships within multi-disciplinary team and with other professionals Can recount coping strategies for dealing with pressure Is reliable, flexible and able to use their initiative Can identify effective time management tools Demonstrates enthusiasm for working in this field 	A, I A, I A, I A, I A, I A, I
Other Job Requirements <ul style="list-style-type: none"> Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post) Ability to travel effectively and efficiently throughout the County Commitment to lifelong learning 	D A, I, D A, I

Desirable Criteria

Assessed By:

Qualifications / Training <ul style="list-style-type: none"> Evidence of Post Graduate Continuous Professional Development Able to identify learning and development needs 	A, I, D I
Experience <ul style="list-style-type: none"> Working within a multi-disciplinary team Supervising students on placement 	A, I A, I

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working

with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

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 type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" 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 checked="" 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 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 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):	<p>Mental Effort: Research into medical conditions and the implications for function Working in unpredictable environments</p> <p>Emotional Effort: Treating children and adolescents with complex physical, developmental and social disorders Dealing with complaints Addressing the waiting list and dealing with conflicts of professional ethics and resources</p>		