

# Job Description

## For Non-Streamlined 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:	Reablement South/North		
Service Area:	Social Care & Support		
Primary Location:	Saltisford Warwick or Kings House		
Political Restriction	This position is not politically restricted.		
Responsible to:	Occupational Therapy Team Leader		
Responsible for:			

#### Role Purpose

To work under the guidance of Occupational Therapy Team Leader to promote People's independence in line with relevant legislation.

#### Role Responsibilities

1. To carry designated caseload based on competency as agreed with Occupational Therapy Team Leader.
2. To undertake initial assessments, standardised assessment such as TOMS, functional assessments, review and follow up visits and provide support to the Reablement Assistances as required.
3. To maintain accurate concise records and produce timely reports as necessary. All recording uses computerised client record system.
4. To support the Occupational Therapy Team Leader in ensuring the effective delivery of the Occupational Therapy Service within the designated specialty within allocated resources.
5. To have knowledge of the range of services available to older people and people with disabilities and advise people and their carers as appropriate.
6. To meet people's identified needs by demonstrating alternative methods of carrying out activities of daily living and/or providing minor equipment and/or adaptations and assistive technology.

7. To meet people's identified needs by sign-posting to other agencies.
8. To be responsible for recording outcomes of intervention within the case management systems.
9. To participate in informal and formal supervision and appraisal as required, to ensure safe and high quality practice.
10. 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.
11. To undertake fieldwork education training when appropriate and contribute to the training of Occupational Therapy Students and students from other professions, as appropriate.
12. To contribute to the training of Reablement personnel , personnel from other disciplines and carers to support the continuous development of the service.
13. To take delegated responsibility for particular tasks as determined by the Reablement management team.
14. To attend and contribute to management and professional forums as required.
15. To ensure 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.
16. To take personal responsibility for implementing Warwickshire's policies on race, equality and diversity.
17. To undertake medication management and update Medication Administration Records.
18. To lead staff in fulfilling the organisation's responsibility to safeguard and promote the welfare of Adults following Warwickshire County Councils policies and procedures.
19. 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:

1. Qualifications- Holds DIPCOT, BSc or equivalent WFOT recognised qualification State Registered	A, I
2. Demonstrate ability to identify learning and development needs.	A, I
3. A commitment to anti-discriminatory practices in employment and service	A I

provision.  Able to take personal responsibility for implementing the Department's Race Equality Strategy.	
4. Demonstrates experience of involvement with a range of people with a variety of needs.	A,I
5. Demonstrates the ability to work as a member of a team.	A, I
6. Demonstrates the ability to communicate effectively both verbally (in person and by telephone) and in writing.	A, I
7. Demonstrates the ability to maintain quality and accurate records, including using computerised record systems.	A, I
8. Demonstrates practical problem solving skills.	A, I
9. Demonstrates the ability to follow instructions and procedures.	A, I
10. Demonstrates good organisational skills.	A, I
11. Demonstrates a commitment to lifelong learning.	A, I
12. Ability to travel effectively throughout the County. Use of own vehicle.	A, I
13. To respect and maintain confidentiality of information.	I
14.Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).	A, I
15. Demonstrate an understanding of the reablement role, core skills of Occupational Therapy and give examples of caseload and time management skills.	A, I
16. Demonstrate understanding of legislative requirements including the Care Act.	A,I
17. Demonstrate computer skills.	

### Desirable Criteria

Assessed By:

1. Experience of assessing the needs of older people and creating and establishing support plans.	A, I
2. Knowledge and experience of designing, implementing and reviewing support plans of care for adults.	A, I

## 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
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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 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 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 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):	