

# Job Description

## For Occupational Therapy 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 Level 2	JEID	L0494
Salary Grade:	Grade J		
Team:			
Service Area:			
Primary Location:			
Political Restriction	This position is not politically restricted.		
Responsible to:			
Responsible for:			

#### Role Purpose

The Occupational Therapist will work under the guidance of the Occupational Therapy Team Leader to assess and provide solutions to enable a person to maximise their abilities to participate in daily living activities in line with relevant legislation.

#### Role Responsibilities

- To manage a designated caseload and practice safely and effectively within their scope of practice
- Undertake assessment, implement solutions and outcomes using a strength-based approach which is person centered and in line with legal and ethical boundaries
- To communicate effectively and maintain records and confidentiality appropriately in line with professional and organisational record keeping standards
- To develop and maintain knowledge and skills in order to offer a range of solutions
- To seek advice, guidance, undertake reflective practice and participate in supervision

### 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:	Occupational Therapist Level 2
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## Main Tasks

- Provides an Occupational Therapy service, to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices occupational therapy accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- Manages a designated case load, including a small number of the more challenging cases that involve vulnerable people with complex problems. The proportion of complex cases will increase, with appropriate supervision, in preparation for progression to level 3.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of solutions to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertake safeguarding investigations when competent and under close supervision, attending planning/ strategy meetings, case conferences and reviews as required and if appropriate perform the keyworker role.
- Ensures that all recordings of occupational therapy activity are carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

## 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:

Professional Occupational Therapy qualification and current registration as an Occupational Therapist with the Health and Care Professional Council.	A, I, D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	A, I, T
The ability to identify and respond to needs of clients which may be difficult to satisfy using enabling approaches whenever possible	A, I

The ability to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with clients and carers	A, I
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The ability to act on behalf of the Council as an advocate in a formal setting	A, I
The ability to organise your own workload and decide priorities. The ability to use own initiative to respond independently to difficult problems and unexpected situations as agreed in supervision	A, I, T
The ability to write complex reports, working under pressure, meeting deadlines and dealing with interruptions	A, I, T
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	A, I
Ability to work well with colleagues, including managers, as a member of a team	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving license and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I, T
Satisfactory check through the Disclosure and Barring Service	D

## Desirable Criteria

Assessed By:


## 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 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 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	