

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:	Scale J		
Team:	Learning Disabilities		
Service Area:	People Directorate		
Primary Location:	Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Occupational Therapist		
Responsible for:	Own case load, completing and delivering specialist Occupational Therapy and Moving and Handling assessments		

Role Purpose

To work under the guidance of the Senior Occupational Therapist, and along side Occupational Therapists, Social Workers and Social Care Practitioners to promote people's independence in line with relevant legislation.

The post requires an Occupational Therapist who is motivated and wants to work in a multi-agency environment, will have a focus on prevention and will undertake assessment of needs. Have knowledge of range of services available to people with learning disabilities and advise them and/or their carers as appropriate. Have a knowledge of assistive technology, equipment and appropriate compensatory techniques to enable customers to maximise their independence in all aspects of daily living in their home environment.

The role will involve carrying out functional, risk and standardised assessments, developing support plans with customers and carers, undertaking review assessments, identify strengths and being outcome focused.

Role Responsibilities

1. To carry designated caseload based on competency as agreed with Senior Occupational Therapist.
2. To undertake initial assessments, standardised assessment, skills assessment, functional assessments, review and follow up visits and provide support to partner agencies - Housing - Health etc.
3. To maintain accurate, concise records and produce timely reports as necessary. All recording uses computerised client record system.
4. To support the Senior Occupational Therapist 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 customer's with learning disabilities and/or autism and advise their carers -advocates and support staff as appropriate.
6. To meet people's identified needs by demonstrating / advising of alternative methods of carrying out activities of daily living and / or providing minor / major equipment and / or adaptations.
7. To meet people's identified needs by providing relevant information and advice and signposting 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.
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 new OT and Social Care staff.
13. To take delegated responsibility for particular tasks as determined by the Senior OT.
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. 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 in Occupational Therapy and HCPC registered	A,
2. The ability to independently interpret and analyse varied and complex information or situations and produce solutions.	A, I
3. Demonstrates experience of involvement with a range of people with a variety of needs	A I
4. Demonstrates the ability to work well with colleagues and managers as a member of a team.	A,I
5. Demonstrates effective communication.	A,I
6. Demonstrates the ability to maintain quality and accurate records, including using computerised record systems.	A,I
7. To be able to operate a keyboard and employ basic computer knowledge and skills.	A,I
8. Demonstrates sound knowledge and skills in moving and handling practice, including risk assessment and legislation.	A,I
9. The ability to organise 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
10. Detailed and up to date knowledge of current government priorities to the client group and relevant legislation.	A,I
11. Demonstrates a commitment to lifelong learning.	A,I
12. Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid where necessary.	A,I
13. To respect and maintain confidentiality of information	A,I
14.Satisfactory check through the Disclosure and Barring Service	A

Desirable Criteria

Assessed By:

1.Experience of assessing the needs of adults with Learning Disabilities and/or Autism.	A,I
2.Knowledge and experience of designing, implementing and reviewing support plans of care for adults with complex moving and handling support needs.	A,I
3. Recognised qualification as a student facilitator/educator	A
4. Knowledge of using the Vona du Toit Model of Creative Ability in Practice.	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 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 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):	

