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:	Home Environment Assessment & Response team (HEART)		
Service Area:	Social Care and Support		
Primary Location:	Nuneaton and Bedworth Borough Council, agile working		
Political Restriction	This position is not politically restricted.		
Responsible to:	Occupational Therapy Team Manager		
Responsible for:	Assessment and delivery of HEART services		

Role Purpose

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

The HEART Service is an exciting and rapidly expanding collaborative service and is at the forefront of the preventative and early intervention agenda for Warwickshire County Council, District / Borough Councils and discharge pathway with Health. It's purpose is to enable customers and their carers to live as independently as possible by providing practical solutions that enable customers to remain living in their homes as safely and independently as possible.

The post requires an Occupational Therapist who is motivated and wants to work in a multi-agency environment, willing to undertake assessment of needs as directed by the Occupational Therapy Team Manager. Have knowledge of range of services available to people with 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 for OT colleagues and being outcome focused.

A commitment to enabling others to promote their own independence is essential.

For further details, or for an informal discussion, please contact Julie Carr
Julie.carr@nuneatonandbedworth.gov.uk

Role Responsibilities

1. To carry designated caseload based on competency as agreed with Senior Occupational Therapist.

2. To undertake initial assessments, standardised assessments, functional assessments, review and follow up visits and provide support to partner agencies - Health, Social Care teams 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 older people and people with disabilities 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.

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 staff, personnel from other disciplines and carers / support staff as required.

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 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, I
2 Demonstrate is able to identify learning and development needs.	A, I
3. A commitment to anti-discriminatory practices in employment and service provision.	A I
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 13. To respect and maintain confidentiality of information 14.Satisfactory completion of an enhanced check through the Disclosure and Barring service (this will be taken up if offered the post) 15. Demonstrate an understanding of Occupational Therapy core skills and give examples of caseload and time management skills. 16. Demonstrates sound knowledge and skills in moving and handling practice, including risk assessment and legislation.	A,I A,I A,I A,I A,I

Desirable Criteria

	Assessed By:
1.Experience of assessing the housing related needs of older people and people with physical disabilities.	A,I
2.Knowledge and experience of designing, implementing and reviewing support plans of care for adults with complex needs	A,I
3. Recognised qualification as a student facilitator/educator	A

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

☒ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	