**City of Wolverhampton Council**

**Job Description**

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| **Job Title:** | Senior Occupational Therapist |
| **Directorate:** | Adult Social Care |
| **Service:** | Independent Living Service |
| **Location:** | Any suitable location within the City of Wolverhampton |
| **Work style:** | Flexible |
| **Grade:** | 7 |
| **DBS Clearance:** | This post is subject to a satisfactory Disclosure and Barring Service (DBS) check. |

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| **Job Purpose:**  To take responsibility for Occupational Therapy assessments.  To provide an Occupational Therapy service which involves engaging with adults, children, carers, families, groups and communities.  To work alongside agencies, providers and health colleagues to assess and provide complex and appropriate interventions.  To apply an enabling ethos to each service user seen, ensuring every opportunity is made to enhance functional ability and wellbeing as defined within The Care Act.  To work flexibly with clinical approaches to ensure short and long term needs are considered. |
| **Key Contacts in Organisation:**  **Reports to:** Team Lead - Therapy  **Main contacts:**Service Manager, Occupational Therapists, Occupational Therapy Assistants, All appropriate Statutory, Independent and Voluntary agencies  Other Council departments |
| **Main responsibilities:** |
| **Corporate and Professional Responsibility**   * To have responsibility for own professional practice, as defined within corporate guidelines and priorities. * Adhering to Occupational Therapy and HCPC professional standards. * Take responsibility to ensure the practice and learning of other staff where appropriate to include registered and non-registered staff.   **To ensure that Customer Outcomes are achieved**   * Take responsibility for own practice. * Apply the principles of holistic practice using reasoning skills to analyse and prioritise workload and outcomes. * Take responsibility in this area to ensure the practice of other staff, where appropriate. * Quality assuring and authorising own outcome led assessments within an agreed budgetary envelope. * Ensure assessments are focused on supporting independence, demonstrating optimum and proportionate use of available resources across the community.   **Safeguarding**   * Ensure that vulnerable children/adults are safeguarded by appropriately identifying and reporting potential abuse in accordance with local safeguarding policy and practice procedures.   **Performance/Supervision**   * Active participation in the supervision process to improve performance and enhance confidence in own Occupational Therapy practice. * Provide professional supervision and support to others when/ where appropriate to include OT students.   **Staff Development/Coaching**   * To actively participate and where necessary take responsibility for receiving and providing staff development opportunities to apply critical reflection and analysis to inform decision making.   **Resource Use**   * To take responsibility for the identification of suitable resources to meet the assessed needs of individuals and carers informed by evidence based practice.   **Administration/Meetings**   * To take responsibility for working in accordance with systems and quality standards for communication and administration in accordance with council and legal duties and responsibilities.   **Service Development**   * To participate in activities that will create opportunities for new and different outcomes for individuals and carers that will maximise fewer financial resources.   **Specialist Skills and Knowledge**   * To contribute to identifying, developing and evaluating specialist skills and knowledge in own and others practice. * To be up to date and have an understanding of all legislative requirements impacting on assessment and care management for adults and children.   **Joint Working**   * To demonstrate the ability, skills and knowledge to engage and make competent assessments of need with individuals, families, groups, communities and carers that identifies relevant partners who need to be involved in further intervention.   **Risk Assessment & Management**   * To ensure to apply risk assessment in accordance with legislative and procedural requirements whilst adhering to the principles of maximising choice, control and potential.   **Equality & Diversity**   * To be responsible for ensuring self-practice reflects and promotes the principles of equality and diversity and are compliant with the current legislation. |
| **Dimensions:** |
| **People**: The job involves direct contact and working with individuals, carers, families, groups and communities, health, police, voluntary partners, commissioners, service providers. |
| **Finance**: The job involves the post holder identifying the suitability of care and support packages and ensuring they provide value for money and are proportionate to service user needs. |
| **Physical Resources**: The job involves direct responsibility for handling and processing sensitive computerised information, where care, accuracy, confidentiality and security are important. |
| **Key Skill Requirements:** |
| **Knowledge** |
| * To develop knowledge in all areas of relevant practice to include adults and children’s care. * To demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that informs Occupational Therapy practice. * To recognise the short and long term impact of psychological, socio-economic, environmental and physiological factors on people’s lives, taking into account age and development, and how this informs practice * To recognise how systematic approaches can be used to understand the person-in-the-environment and inform your practice * To continuously build on this knowledge and maintain responsibility for professional development. |
| **Core Skills** |
| * Collaboration with the client: building a collaborative relationship with the client that will promote reflection, autonomy and engagement in the therapeutic process. * Assessment: assessing and observing functional potential, limitations, ability and needs, including the effects of physical and psychosocial environments. * Enablement: enabling people to explore, achieve and maintain balance in their activities of daily living in the areas of personal care, domestic and leisure and productive activities. * Problem solving: identifying and solving occupational performance problems. * Using activity as a therapeutic tool: using activity to promote health, wellbeing and function by analysing, selecting, synthesising, adapting, grading and applying activities for specific therapeutic purposes. * Groupwork: planning, organising and leading activity groups. * Environmental adaptation: analysis and adapting environments to increase function and social participation.   Creek, J ( 2003) Occupational Therapy defined as a complex intervention.  London: Royal College of Occupational Therapists. |
| **Abilities** |
| * To maintain a range of frameworks for assessment and intervention * To demonstrate ability to use a range of frameworks for assessment and intervention * To Model and help others with appropriate information sharing * To Model and help others to manage changing circumstances |
| **Special Features:**  Post holders will be required to demonstrate the behaviours and attributes that support City Council core values.  To act in accordance with the Council's Constitution and other Codes of Conduct.  To participate in staff development, appraisal and training as appropriate, including continuous professional development.  To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.  To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.  To participate in the wider development of the service and contribute to service improvement as required.  Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.  Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.  City of Wolverhampton Council is committed to Corporate Parenting.  “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”  **Work Conditions:**   * Daily repetitive manual and therapeutic handling of people and equipment. * Moderate to intense physical effort which is sustained over a long period on a daily basis to carry out assessments and treatment of people with a range of conditions, manoeuvre wheelchairs and move equipment around the site and customers’ homes. * Working in awkward and confined spaces. * Frequent exposure to unpleasant working conditions and bodily fluids such as blood, urine, faeces, sputum and vomit when working in customers’ homes, management of such situations will be required. * Frequent exposure to distressed, anxious and aggressive customers and relatives. * Frequently imparting unwelcome news to customers, carers and relatives relating to equipment/adaptations which may have potential impact on their future. * Working with customers with severe physical disability, cognitive impairment and communication problems. * Travelling around council offices and in the community, this may be done as a lone worker and may be in isolated locations. * When working alone assessing and managing risk. * Daily challenges which may involve change of prioritisation and response effecting time management.   **Flexibility:**  This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out other duties commensurate with their banding and expertise. |

**PERSON SPECIFICATION**

**Post Designation**: Senior Occupational Therapist **Grade**: 7

**Job Purpose and Role:** To provide a professional contribution to the Occupational Therapy service which involves engaging with adults, children, carers, families, groups and communities. Working alongside agencies, providers and health colleagues to assess and provide appropriate interventions.

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Qualifications** | * Relevant professional qualification Degree in Occupational Therapy * Registration as an Occupational Therapist with the HCPC |  | * Application Form * Certificates |
| **Training** | * Evidence of continuous professional development in relation to equipment provision and housing adaptations. * Carefirst and or equivalent electronic case file system |  | * Application Form * Selection process |
| **Experience** | * Experience of placements with families and/or vulnerable adults * Experience of undertaking assessments of individual needs and/or risk under supervision. * Experience of undertaking assessments with both adult and children. * Experience of making recommendations for adaptations for adults and children. | * Basic knowledge of a range of medical conditions | * Application Form * Selection Process |
| **Special Knowledge/**  **Skills** | * IT literate – regular use of IT systems to support their current job role. * Ability to work in a pressurised environment. * Knowledge of the Care Act. * Ability to work with Technical Officers supporting with plans of work. | * Some experience of the potential housing adaptations available * Some experience of functional rehabilitation. | * Application Form * Certificates * Selection Process * Has experience in clinical risk management. |
| **Personal Qualities** | * Professional approach to the duties of the post * Able to manage a caseload. * Able to use initiative. | * A full driving licence * Good record keeping. | * Application Form * Selection Process |
| **Interests and Motivation relevant to the job** | * Committed to adding value by valuing people and helping to create an Competent, Capable Council |  | * Application Form * Selection Process |
| **Commitment** | * Ability to work flexibly to meet demands of the role. |  | * Application Form * Selection Process |
| **Professional and technical** | * Ability to apply professional knowledge, skills and experience. |  | * Application Form * Selection Process |
| **Core** | * Focuses on the needs of the customer * Shows commitment to precision and accuracy * Presents information clearly, concisely and accurately * Contributes to resolving problems competently and creatively with support * Builds relationships across the organisation |  | * Application Form * Selection Process |
| **Values** | * Treats each person as an individual * Works to deliver real improvements to the lives of Wolverhampton residents, visitors and businesses * Includes people in decisions that affect their lives and in the design of services that meet their needs * Demonstrates understanding of the service, professional and personal drivers of key customers * Motivated to strive for excellence |  | * Application Form * Selection Process |