

Royal Borough of Greenwich**Job Description****Department: Health and Adult Services**

Social Care Occupational Therapy and Sensory Services

Postholder**Section**

Grade Career Grade PO3 to PO4

Post Designation (Title) Occupational TherapistPurpose of Job:

To be responsible to the Team Lead/Advanced Practitioner Occupational Therapist (Community Social Care) for:

- i) The Community OT service aims to deliver high quality services to support a range of disabled, vulnerable and elderly people using a person-centred approach, focusing on the wellbeing, prevention, choice and control for individuals and maximising their independence.
- ii) The post-holder will be an integral part of the Community Occupational Therapy Team, offering advice to all members of the service, and working alongside Health and Social Care Teams to enable integrated service delivery.
- iii) The post-holder will work across agencies (statutory and third sector agencies) to provide services for RBG adult clients with disabilities.
- iv) Occupational Therapists are required to adhere to the College of Occupational Therapy Code of Ethics & Professional Conduct and the Health & Care Professions Council Standards of Proficiency (Code & Standards) within their role. An understanding of the practice areas appropriate to the level of Occupational Therapist is an integral part of this role.
- v) The quality and prioritisation of own work and for alerting the Advanced Practitioner to any workload management issues.
- vi) Professional assessments and care interventions within legislation and the COT and HCPC practice requirements
- vii) The adoption of own good practice and performance standards, adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets.

Main Duties:

- 1) To assess the needs of adults with disabilities and to make recommendations and formulate OT care plans in line with assessed needs, for the provision of specialist equipment and/or complex major adaptations.
- 2) To undertake assessments in line with legislation, local and national policies, procedures, guidelines and eligibility criteria.
- 3) To make arrangements for the provision, installation and demonstration of equipment and adaptations. Ensuring an up-to-date knowledge of specialist equipment, adaptations and services offered by Occupational Therapists in the community
- 4) To manage and prioritise an allocated caseload as commensurate with grade and experience, identifying and reducing/managing risks, exploring the most effective method of intervention and co-ordinating the provision and review of equipment/adaptations as appropriate.
- 5) To work in partnership with colleagues in other council agencies and primary, secondary and tertiary organisations to provide services to people in need of equipment and adaptations.
- 6) To create and maintain accurate and contemporaneous service user records, as required by the relevant policies and procedures, good practice guidelines and professional bodies.
- 7) To provide specialist advice and information to a wide range of staff, service users and carers to promote and maintain independence and reduce/manage risk.
- 8) To identify, alert and refer any complex and/or safeguarding issue(s) on to the appropriate social work team as soon as possible.
- 9) To undertake moving and handling risk assessments and provide appropriate equipment and training to service users and informal carers.
- 10) To manage conflict, address complex and contentious issues and find ways to resolve them with service users, carers or colleagues in a professional manner.
- 11) To maintain own competence to practice through continuing personal professional development and to contribute to the development of the service as a whole.
- 12) To undertake any other work appropriate to the level and general nature of the post's duties, including service, staff and team development.
- 13) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.

Additional Duties Expectant of PO4 Grade:

- 14) Manage, supervise and support staff as required & as requested by line management.
- 15) Contribute the skills, knowledge and performance of the OT team.

- 16) To undertake complex moving and handling risk assessments and provide appropriate equipment and training to service users and informal carers.
- 17) Is able and competent in providing direction and clinically supervision of at least 1 plus directly managed staff.
- 18) To take an appropriate role in performance management, & as directed by senior management, this may include i.e. financial performance and assistance in data collection and in developing improvements
- 19) Undertake employee investigations and appeals in line with RBG's policies and procedures.
- 20) Essential that will have worked effectively in the [PO3] role for a **minimum of 2 years** and be able to demonstrate a level of consistent competence in meeting the additional duties expectant of a P04 Occupational Therapist.
- 21) Progression from P03 to P04 would require the ability to clearly demonstrate increasing autonomy in skills (client, staff, service related) to problem solve complex situations over and above the capacity of P03 whilst also demonstrating ability to seek out professional guidance/supervision when required to ensure safe service delivery.
- 22) To be able to demonstrate, evidence and undergo observations to confirm skills development and career progression from Occupational Therapy P03 to P04 grade.

Designation of the Post to which the Post-Holder normally reports to:

Advanced Practitioner Occupational Therapist Community Adults with Disabilities Team

Person Specification



Job Title	Heath and Adults Services
Grade	PO3 to PO4
Service/Section	Social Care Occupational Therapy and Sensory Services
Directorate	Adult

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/Desirable
Qualification and Experience		
<p>1. Degree or diploma of the College of Occupational Therapy and current registration with the Health and Care Professionals Council (HCPC)</p> <p>To Progress to PO4</p> <p>2. Experience of undertaking occupational therapy assessment of adults, vulnerable, elderly clients with disabilities in their homes and the assessment of need for minor /major adaptations and equipment</p> <p>3. Experience of working within /implementing innovative/improvement based service development</p>	<p>AF</p> <p>AF</p> <p>AF</p>	<p>E</p> <p>E</p> <p>D</p>
Knowledge		
<p>4. Understanding of relevant legislation and social policy and a knowledge of the functional difficulties caused by having a complex condition</p> <p>5. Understanding of Safeguarding Adults processes</p>	<p>AF/I</p> <p>A</p>	<p>E</p> <p>E</p>

Skills and Abilities		
<p>6. Ability to demonstrate working knowledge of the social model of disability, preventative approaches and resources to enable disabled adults, vulnerable and elderly clients to develop the ability to live independently in the community, to work in partnership with service users and other agencies and to recognize and evaluate risk and make appropriate recommendations</p>	AF/I	E
<p>7. Ability to drive and have a car available to use at work, reasonable adjustments will be made for disabled postholders;</p>	AF	D
<p>8. Ability to demonstrate an expertise in Adult’s Occupational Therapy practice or preventative work</p>	AF/I	E
<p>9. A commitment to, knowledge and understanding of:</p> <ul style="list-style-type: none"> a. Equal opportunities policy b. Anti-discriminatory practice c. User involvement 	AF/I	E
<p><u>To progress to PO4</u></p> <ul style="list-style-type: none"> • Minimum of 2 years’ experience at PO3 or equivalent grade • Experience of undertaking complex Occupational Therapy practice. • Experience of working within / implementing innovative / improvement-based service development(s)/initiating ideas and service development • Experience of working with contentious / complex cases and evidence reflective practice and being able to demonstrate independent clinical reasoning/problem solving in relation to managing outcomes of complex cases. • Experience of audits, projects, reports & presentations. 	AF/I	E

Equal Opportunities		
10. Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Managers/Supervisors only		
To Progress to PO4		
<p>I. (see management standards guidance for full descriptions)</p> <p>Leadership level I, Communication level I Performance Management level I</p> <p>The post Holder will provide direction to one member of staff</p>	AF/I	E