

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care/ICOT & Sensory Team
<b>POST:</b>	Occupational Therapist 1 & 2
<b>GRADE OF POST:</b>	Grade 10 – Newly Qualified Grade 12 – Subject to assessment at 2 years post qualifying experience
<b>RESPONSIBLE TO:</b>	Assistant Team Manager – Specialist Assessment/Senior Practitioner – OT Bridgeway STAR Assistant Manager (Cwm Taf UHB)

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### JOB PURPOSE:

The principal aim of Occupational Therapy in Social Care is to maximise the independence and safety of people with complex needs that result from physical and cognitive disabilities, provide advice that helps them manage the effects of their condition and to support their care givers within their own home and environment. The Occupational Therapist will work collaboratively with a wide range of health, social care and housing professionals as well as partner agencies and service providers to ensure that social care is provided in the most efficient and cost-effective way possible.

To use their clinical skills and specialist knowledge to carry out home-based functional and environmental assessments with individuals with physical and cognitive disabilities. The Occupational Therapist will work with people of all ages to help address the practical, everyday problems that can result from a disability and to maximise their independence.

To develop intervention plans to meet the individual's identified needs, make the necessary arrangements to implement the intervention plan, evaluate the outcome of their intervention and to inform and involve others as appropriate.

To adhere to the professional and practice standards laid down by the Royal College of Occupational Therapists and by the Council at all times.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To undertake specialist Occupational Therapy assessments of people with needs resulting from physical or cognitive disabilities in their home environment, identifying functional and environmental barriers to independence, working individually and collaboratively with other health, social care and housing professionals as required.

- To use a broad range of Occupational Therapy skills and knowledge to provide advice on techniques that enhance function, promote independence, helps people manage the effects of their conditions, increase safety, or supports caregivers.
- Following a comprehensive assessment of risks, prescribing equipment or adaptations that promote independence, enhance safety or support caregivers in their role. To be professionally responsible for any equipment or adaptations prescribed.
- When required, to undertake the role of Lead Professional/care coordinator in multi-disciplinary interventions. This will include convening and chairing meetings and case conferences with families, representatives of partner agencies, and/or others and presenting information in a variety of formats.
- Undertake manual handling risk assessments and provide advice on safe working practices to both paid and informal caregivers. This will involve advising service users, caregivers and staff on safe manual handling and transfer techniques.
- Liaising with partner agencies, individuals, caregivers, and others on issues relating to environmental adaptations, community equipment and care provision.
- Independently manage a caseload of complex cases, ensuring that care packages are tailored to utilise community equipment to its fullest potential and to enable single carer handling wherever feasible. Ensure that all records and documentation are maintained to agreed Royal College of Occupational Therapists, Local Authority and service standards and be able to provide accurate feedback to others.
- Prepare standard reports and contribute to reports for court/tribunals as required.
- Participate in and contribute to the continuing professional development of staff within the team and actively contribute to the training and development of other teams and services by sharing Occupational Therapy values and practice.

### **Grade 12 – As above plus:**

- Conduct more complex/specialist assessments of individual's circumstances and issues.
- Regularly leading co-working with less experienced Occupational Therapists in complex cases.
- Providing more specialist advice and guidance to and support the development of less experienced Occupational Therapists and other members of the team.
- Providing supervision and mentoring to support staff, students and trusted assessors within the team.
- To undertake sensitive, acute and complex adult cases which require the production of comprehensive assessments and/or reports for Court of Protection, Magistrates Court, County Court, Tribunals and Deprivation of Liberty Safeguards (Dols). Provide professional advice/evidence and act as an expert witness, in person, as required.
- Routinely represent and advocate on behalf of vulnerable individuals, families and carers ensuring their rights are upheld at various forums, e.g. representing the council within multi-agency and inter-disciplinary settings.

- Undertake Mental Capacity Assessments (MCA) and best interest decisions in line with the MCA (2005) principles.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Bureau**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Occupational Therapist 1 & 2

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A recognised Occupational Therapy qualification e.g BSc Hons, DipCOT.</li> <li>• Valid HCPC Registration as an Occupational Therapist for professional practice.</li> <li>• A minimum of 2 years post qualifying experience.</li> </ul>	Yes  Yes  OT2 only	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with older and disabled people with complex needs and the effects of this on individuals/ carers/ family.</li> <li>• Commitment to effective multidisciplinary, and integrated approaches to working.</li> <li>• Experience of prescribing community equipment and major adaptations.</li> <li>• Experience of planning and implementing rehabilitation programmes.</li> <li>• Experience of using IT systems and databases for work purposes.</li> <li>• Knowledge of current issues and best practice relating to Occupational Therapy.</li> <li>• Knowledge of current national policy, statutory guidance and the Law as it is applied and affects people who are frail and disabled in the delivery of Social Care &amp; Health &amp; Housing Services .</li> <li>• Knowledge of the Integrated Assessment Framework and NHS Continuing Health Care.</li> <li>• Experience of managing complex cases.</li> <li>• Comprehensive knowledge and application of Safeguarding, Mental Capacity Act/DoLs and Court of Protection policies and processes.</li> <li>• Direct experience of court work.</li> </ul>	Yes  Yes  Yes  Yes  OT2 only  OT2 only  OT2 only	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Good interpersonal and people skills.</li> <li>• Ability to manage own caseload, prioritising cases appropriately, with regular support and supervision of Senior Practitioner Assistant Manager Occupational Therapy.</li> <li>• Ability to work therapeutically with individuals, families and carers, and as part of an integrated multidisciplinary team</li> <li>• Ability and commitment to working to the principles of strength-based approaches and the social model of disability.</li> <li>• Ability to work in partnership with other professionals and organisations.</li> <li>• Proactive in seeking the best outcomes for individuals and their families.</li> <li>• Ability to work flexibly and proactively.</li> <li>• Accurate record keeping and report writing skills.</li> <li>• Driving license with access to vehicle.</li> <li>• To be responsible for ensuring own continued professional development, and maintain written portfolio.</li> <li>• Demonstrate effective, independent decision-making, applying a high level of practice ability in managing a caseload of highly complex cases.</li> <li>• Excellent problem-solving skills whilst working under pressure and prioritising caseloads.</li> <li>• Proven assessment and investigation skills.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>OT2 only</p> <p>OT2 only</p> <p>OT2 only</p>	<p>Interview, application form, and selection process.</p>