

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY & CHILDREN'S SERVICES
<b>Division:</b>	ADULT SHORT TERM INTERVENTION
<b>Section:</b>	PREVENTION & EARLY INTERVENTION
<b>Sub Section:</b>	ADAPTATION & COMMUNITY EQUIPMENT
<b>Post Title:</b>	OCCUPATIONAL THERAPIST
<b>Vision Post Number:</b>	1681
<b>Grade:</b>	GR 11
<b>Responsible to:</b>	Team Manager –Ace team
<b>Posts Reporting to this Post:</b>	n/a
<b>Team:</b>	ADAPTATION & COMMUNITY EQUIPMENT
<b>DBS Required Level:</b>	ENHANCED – Children and Adults
<b>Location:</b>	Ty Elai
<b>Date of Description:</b>	July 2019

### **KEY OBJECTIVES**

The ACE team is part of a progressive and forward thinking service and one of its aims is to be able to respond rapidly to the needs of vulnerable adults on a 365 day a year basis. The role of the Occupational Therapist will be integral to this and therefore candidates will need to take part in a rota to cover the Stay Well@home 2 response services 365 days a year.

## **SPECIFIC RESPONSIBILITY**

The following duties may vary according to the service and team structure within which the Occupational Therapist operates and will be subject to consultation with the relevant team manager.

### **Accessing Services**

- Providing information, advice and/ or signposting to other services.
- Assessing urgency of response required to a referral.
- Making initial enquiries, e.g. other agencies, contacts.
- Accurately and fully recording information in accordance with departmental procedures.
- Ensuring the timely transfer of information to relevant partner agencies.
- Safeguarding the welfare of vulnerable individuals at risk of harm.

### **Assessment of need**

- Evaluating the nature of possible needs based on referral information and any previous records.
- Making enquiries, e.g. inter-agency contact.
- Making arrangements for an appointment and/ or visit for assessment.
- Engaging in direct work with individuals and their carers to carry out a specialist assessment.
- In working with individuals and/or their carers, Occupational Therapists seek to enhance their problem solving capabilities in a way that supports maximum independence and choice.
- Agreeing personal outcomes with individuals and/or their carers.
- Considering with individuals and/or their carers, options to best achieve their identified personal outcomes, and assist in making informed decisions.
- Adopting a creative and holistic approach whilst exploring options.
- Seeking to maximise the financial and material resources available to individuals and/or their carers from all possible sources.

- Recording and reporting unmet personal outcomes.
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation, departmental procedures and time- scales.
- Convening and, or attending inter-agency meetings/ liaison, e.g. grants case meetings, case conferences etc.
- Arranging for provision of equipment or provide advice regarding sources for the purchase of equipment.
- Arranging for works of adaptation (minor or major) to be carried out, liaising with the appropriate division/ agency to enable a functionally suitable and environmentally satisfactory outcome.
- Providing information to providers and agencies necessary to achieve personal outcomes.
- Recording and disseminating plans and information in accordance with departmental procedures.
- Ensuring that case file recording is completed in accordance with departmental policy and procedures.
- Ensuring that electronically held records are completed and / or updated in accordance with departmental policy and procedures.
- Participating in statutory processes to promote and protect the well- being of vulnerable individuals.
- Preparing court and other specialist reports as required.

As well as managing Occupational Therapy cases on an individual casework basis, there is an important role in:

- Directly and indirectly shaping services and operational processes / systems.
- Improving organisational performance.
- Achieving better outcomes for clients.

This has relevance at team, divisional, departmental and authority levels. Directly the Occupational Therapist will:



- Contribute operational knowledge and expertise to the process of service review and development.
- Assist in the development and implementation of strategies for new legislation, guidance and advice.

In addition to the above the Occupational Therapist will :-

Take part in a Management and Senior out of hours duty response, 365 days a year, to referrals that come into the Single Point of Access from Community Professionals with the aim of avoiding an individual being admitted to hospital. As part of this role the Occupational Therapist will :-

- Review the information received from the Single Point of Access and agree a response
- Anticipate whether equipment from the satellite store is required that they can take out to the individual to support them to stay at home
- Visit and assess (this will involve Moving and Handling Risk assessments) the individual and feedback to the Single Point of Access if further services e.g. Support@home care package is required
- Ensure that all electronic records are kept in a timely manner to inform ongoing services involved .

### **Monitoring and Reviewing Provision**

- Delegating monitoring task (if appropriate) to another individual, e.g. Housing / Grant agency.
- Liaising with other professionals and contacts to ensure on-going appropriateness of the agreed plans.
- Engaging directly with the individuals and/or their carers to update assessment when necessary.
- Ensuring that case file recording is completed in accordance with departmental policy and procedures.
- Arranging review of the intervention as necessary.

- Engaging directly with the individuals and/or their carers and all relevant persons/ agencies in a review and agreeing changes to recommendations/ plans where necessary.
- Completing documentation in relation to review / reassessment in accordance with departmental policy and time scales.
- Ensuring individuals and/or their carers are aware of complaints procedures and advocacy services.

### **Managing Workload**

- Timely administration of all aspects of the caseload to ensure that the recorded caseload fairly reflects work done.
- Preparing and engaging in professional supervision with line manager.
- Establishing and maintaining good working relationships with colleagues.
- Identifying and addressing areas for professional development and training.
- Completing appropriate documentation, e.g. agenda / minutes of supervision.
- Agreeing action plan.

### **Maintaining Professional Competence**

As a registered Occupational Therapist, the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of the Health Professions Council (HPC). This is not based on a set number of hours per year but on ongoing learning and development with a focus on individuals' learning achievements and how these enhance service delivery either directly or indirectly.

Occupational Therapy has become more specialised in the last few years and it is important that the core skills and knowledge are shared between Occupational Therapists in different areas of specialism people is promoted.

Collaboration with other agencies constitutes an integral part of the OT process.



The local authority accounts for its actions through effective, accurate recording of decisions, plans and outcomes.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Degree or Diploma in Occupational Therapy.</p> <p>Current registration with the Health Professions Council.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p>	<p>Knowledge of the wider legislative background of community care services.</p> <p>Knowledge of legislation pertaining to provision of Disabled facilities Grants/ Works of adaptation etc.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Experience of working in a multidisciplinary way/setting.</p>	<p>Experience of working in the community.</p> <p>Experience of supervision of OT students.</p>
<b>COMPETENCIES</b>	<b>COMMUNITY &amp; SOCIAL CARE</b>	
<b>Achieving Results</b>	<p><b>Is positive and creative about what can be achieved with existing resources/budgets.</b></p> <p>Is flexible, can switch tasks / roles / priorities to deal with new demands, changes or new information.</p>	
<b>Communicating Effectively</b>	<p>Genuinely listens to others' views, openly considering what they are saying.</p> <p>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).</p>	



<b>Working with Team Members</b>	<p>Recognises that all members of the team have different skills and experiences that can be drawn on.</p> <p><b>Contributes to a strong team spirit of shared responsibility and co-operation.</b></p>
<b>Looking After the Service Users' Best Interests</b>	<p><b>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</b></p> <p>Is able to analyse, summarise and record the situation for / with the service user effectively taking into account potential barriers.</p>
Working with Partners	<p>Recognises the value and expertise of others within the wider environment.</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p>
<b>Working with Change</b>	<p><b>Is willing to improve on proposed changes to ensure that they will work in practice.</b></p> <p>Encourages and supports others when they put forward their suggestions and new ideas.</p>
<b>Earning Service Users' Trust</b>	<p><b>Respects Service Users' individuality, feelings and beliefs, their rights to privacy and to make choices.</b></p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p>
Complying with Health & Safety	<p>Is aware of current and potential risks and hazards within the context of their duties.</p> <p>Balances achieving results with care for their own health and well-being.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel or have access to suitable transport to carry out the full requirements of the post.</p> <p>Continuous registration with the HPC.</p> <p>Expectation to take part in a rota to cover the Stay Well@home 2 response services 365 days a year.</p>