

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Occupational Therapist**

**Vacancy ID: 009311**

Salary: £29,909 - £32,233 Annually

Closing Date: 30-09-18

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

22.5 hours per week, over 3 days per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

An excellent opportunity has arisen in the Occupational Therapy Service of Stockton-on-Tees Borough Council for a motivated individual who has experience of working with disabled people in their homes and in community settings as an Occupational Therapist.

Stockton-on-Tees Borough Council has a well-established and valued Community Occupational Therapy Service. The successful candidate will work alongside an integrated Occupational Therapy Team within an infrastructure of preventative services and deliver community-based Occupational Therapy assessments of need and interventions for adults with a wide range of disabilities. This position will be based in Tithebarn House.

You will undertake complex functional assessments within clients' homes, recommend adaptations and equipment, device rehabilitation plans, and complete blue badge/bus pass assessments to maximise independence and safety. You will also have a working knowledge of moving and handling risk assessments, seating assessments, and the ability to navigate clients through the local infrastructure of voluntary and independent sector services. Student education, supervision of therapy support staff, and contributing to service development are key parts of this role. You will be expected to work flexibly across key partner teams of the Early Intervention & Prevention Department of Stockton Borough Council.

We offer high levels of training and support as well as opportunities for personal and professional growth.

Applicants must have a degree or diploma in Occupational Therapy, be registered with the HCPC and have the ability for independent travel within the borough of Stockton.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Kris Saltikov, Team Manager (Occupational Therapy) on 01642 528310 or Louise Bendelow, Deputy Manager (Occupational Therapy) on 01642 528315. Emails: [kris.saltikov@stockton.gov.uk](mailto:kris.saltikov@stockton.gov.uk) and [louise.bendelow@stockton.gov.uk](mailto:louise.bendelow@stockton.gov.uk) respectively.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> Adults & Health		<b>Service Area:</b> Early Intervention & Prevention
<b>JOB TITLE:</b> Occupational Therapist		
<b>GRADE:</b> K		
<b>REPORTING TO:</b> Team Manager (Occupational Therapy)		
1.	<b>JOB SUMMARY:</b> To undertake complex functional assessments for adults with a wide range of disabilities. Recommend equipment, adaptations and therapeutic interventions to maximise independence and safety at home and/or their community environments.	
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	Carry out complex functional assessments of adults with a wide range of disabilities with regard to their daily living needs and home and community environments
	2	Recommend and arrange provision of equipment and home environmental adaptations
	3	Carry out moving and handling risk assessments and arrange provision of moving and handling equipment
	4	Recommend and plan appropriate therapeutic interventions to enable clients to remain at home for as long as possible and maintain/improve their functional abilities
	5	Provide advice and education to residential and day care staff on equipment, adaptations, and therapeutic interventions required to support adults with day to day activities
	6	Undertake Blue Badge, Buss Pass assessments and, if required, assessment with the local Prison facility
	7	Navigate clients within the infrastructure of local voluntary and independent sector services
	8	Liaise with relevant professionals and partner organisations
	9	Undertake professional development activities as necessary to meet the challenges of this role and participate in the delivery of continuing professional development
	10	Supervise Occupational Therapy Assistants/Therapy Support staff
	11	Provide student education and mentorship during fieldwork placements
	12	Take a lead role in the development of the Occupational Therapy services
	13	Work closely with Private Sector Housing, Housing Improvement Agency, and Tees Community Equipment Services regarding provision of adaptations and equipment.

14	Work closely with the hospital discharge teams, in-patient community based short term rehabilitation ward, Multi-disciplinary Service (MDS), Community Integrated Assessment Team (CIAT), and other local health and social care services. This may involve undertaking work for the MDS, CIAT, Hospital Discharge Teams, and Community Rehabilitation Unit
15	Work as a part of the multidisciplinary team involved with your clients
16	Maintain excellent record keeping on the existing client data base
17	Record and monitor clinical outcome measures
18	Stay informed of new developments in adult services, relevant legislation, and departmental policies
19	Enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation
20	Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements
21	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
22	Undertake such other duties and responsibilities commensurate with the grading of the post
23	Ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
	Stockton on Tees Social Services Department is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated**

**July 2018**

## PERSON SPECIFICATION

Job Title/Grade	Occupational Therapist Grade K
Directorate / Service Area	Adults & Health
Post Ref:	19238

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Degree or Diploma Occupational Therapy Qualification</p> <p>Current HCPC registration</p> <p>Practice Educators Training (APLE Accreditation)</p> <p>Staff supervision Training</p>	<p>Project Management</p> <p>Microsoft Excel</p>	Application form
Experience	<p>Minimum of 3 years post qualification experience as an Occupational Therapist of working with disabled adults</p> <p>Knowledge of roles and responsibilities of Occupational Therapists in the community</p> <p>Experience of moving and handling and risk assessment</p> <p>Experience of functional assessments in clients' homes and community settings</p> <p>Working knowledge of disability equipment and home environmental adaptations</p> <p>Experience of working in the community</p> <p>Knowledge of current legislation</p> <p>Experience of working in teams as well as autonomously</p> <p>Experience in multidisciplinary working</p> <p>Supervision of therapy support staff</p> <p>Delivering student education</p>	<p>Experience of working in a Social care setting</p> <p>Experience in service development projects</p>	Application / Interview

	during fieldwork placement		
Knowledge & Skills	<p>Ability to plan and prioritise a busy case load</p> <p>Research new developments in occupational therapy and take part in continued professional development activities</p> <p>Ability to undertake functional assessments of adults with disabilities</p> <p>Ability to work within the multi-disciplinary environment of a Social Care setting and key partners</p> <p>Ability to supervise Therapy Assistant/Support Staff</p> <p>Ability to deliver student education during fieldwork placement</p> <p>High level of inter-personal skills.</p> <p>Excellent communication skills, both written and verbal</p> <p>Advanced level of IT skills and use of Microsoft Office package (excel, outlook, word) and electronic record keeping database</p>		Application/ Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	Flexible approach to working Embracing on-gong changes to the service with a positive attitude		Application/ Interview

**Person Specification dated**

**July 2018**



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.