

## **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 – Paediatric**

**Vacancy ID: 009675**

Salary: £13,235 - £16,116.5 Annually

Closing Date: 27/01/2019

### **Benefits & Grade**

Grade J-K

It is anticipated that an appointment will be made at Grade K to maintain a skills balance within the team.

### **Contract Details**

Temporary until 28/10/2019

### **Contract Hours**

18.5 hours per week, over 3 days

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

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

Stockton-on-Tees Borough Council has a well-established and valued Community Pediatric Occupational Therapy Service. The successful candidate will work alongside an integrated Adults & Health Occupational Therapy Team and deliver community-based occupational therapy assessments of need and appropriate interventions for children aged 0-18 with a wide range of disabilities.

You will undertake complex environmental and functional assessment of need, recommend adaptations/ equipment, and provide therapeutic interventions to maximise clients' independence and safety in their home and/or community settings. You will have working knowledge of moving and handling risk assessment, seating assessments, general ADL assessments, and be able to recommend a wide range of pediatric equipment, environmental adaptations, and general sensory integration assessment. MDT working with internal and external partners/agencies is an integral part of the role.

You may be expected to supervise Paediatric Therapy Assistant, provide fieldwork placement education to students, and take lead role in developing the service.

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 Team Manager Occupational Therapy, on, 01642 528315. Alternatively email [kris.saltikov@stockton.gov.uk](mailto:kris.saltikov@stockton.gov.uk) or [louise.bendelow@stockton.gov.uk](mailto:louise.bendelow@stockton.gov.uk)

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.



**Directorate: Adults and Health**

**Service Area: Children with Complex Needs**

**JOB TITLE: Occupational Therapist – Paediatric**

**GRADE: J-K**

**REPORTING TO: Team Manager Occupational Therapy**

**1. JOB SUMMARY:** To undertake complex functional assessments for children with a wide range of disabilities in their homes/community settings. Recommend equipment, adaptations and therapeutic interventions to maximise independence and safety.

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

- |    |   |
|----|---|
| 1. | Carry out complex functional assessments of children with a wide range of disabilities with regard to their daily living needs at home/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 maintain/improve their functional abilities and safety  |
| 5. | Provide advice and education to residential and day care staff on equipment, adaptations, and therapeutic interventions required to support children with day to day activities |
| 6  | Liaise with relevant professionals and partner organisations  |
| 7  | Undertake professional development activities as necessary to meet the challenges of this role and participate in the delivery of continuing professional development           |
| 8  | Supervise and/or support Occupational Therapy Assistant   |
| 9  | Provide fieldwork education to students   |
| 10 | Contribute to the development of the Paediatric Occupational Therapy services   |
| 11 | Work closely with key partner agencies: Private Sector Housing, Housing Improvement Agency, and Tees Community Equipment Services, and other                                    |
| 12 | Work closely with the hospital discharge teams  |
| 13 | Work as a part of a multidisciplinary team  |
| 14 | Maintain excellent record keeping on the existing client data base  |

	15	Record and monitor clinical outcome measures
	16	Stay informed of new developments in children services, relevant legislation, and departmental policies
	17	Enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation
	18	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
	19	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	20	Undertake such other duties and responsibilities commensurate with the grading of the post
	21	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

### 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 04/12/2018**

### PERSON SPECIFICATION

Job Title/Grade	<b>Occupational Therapist - Paediatric</b>	<b>Grade J-K</b>
Directorate / Service Area	<b>Adults and Health</b>	<b>Complex Needs Children</b>
Post Ref:	<b>34642</b>	

	<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</p> <p>Staff Supervision Training</p>		Application form
Experience	<p>Minimum of 2 years post qualification experience as an Occupational Therapist of working with disabled children</p> <p>Good knowledge of roles and responsibilities of Pediatric Occupational Therapists in the community</p> <p>Advanced level of experience of moving and handling and risk assessment</p>		Application / Interview

	<p>Advanced level of experience of functional assessments in clients' homes and community settings</p> <p>Working knowledge of paediatric 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>Experience of working in a Social care setting.</p>		
Knowledge & Skills	<p>Ability to plan and prioritise a busy case load</p> <p>Research new developments in paediatric occupational therapy and take part in continued professional development activities</p> <p>Ability to undertake functional assessments of children 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 staff and students</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>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	<p>Flexible and proactive</p> <p>Ability to adapt to and embrace changes to services with a positive attitude</p>		

Person Specification dated

05/12/2018

## **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.