

**Job Description**

**Job Title:** Occupational Therapist

**Salary Grade:** Grade 6 - 8

**SCP:** 22 - 35

**Job Family:** People Care

**Job Profile:** PC 3/4

**Directorate**: Neighbourhoods

**Work Environment:** Agile

**Reports to:** Team Manager

**Number of Reports:** None

**Purpose:**

To manage complex and higher risk cases to maintain or improve the wellbeing of vulnerable clients.

**Key Responsibilities:**

* To undertake complex and higher risk assessment work as directed and under the supervision of the Team Manager.
* To undertake Assessment and Care management functions in relation to people with physical disabilities and prepare appropriate reports and records of involvement with customers and carers.
* To undertake the role of Practice Educator for undergraduate Occupational Therapists
* To undertake assessment for provision of standard wheelchairs with some other enhanced prescribing rights at the direction of the Team Manager.
* To assist in the implementation of programmes of rehabilitation under the supervision of the Team Manager and other qualified therapists, where requested.
* To advise customers/carers on proper use of equipment and facilities provided by the Local Authority under the supervision of the Team Manager
* To participate in relevant training courses and assist in the delivery of training for others.
* To assist in the induction of new employees within the service under the supervision of the Team Manager
* To take an active role in project related activities within the service under the direction of the Team Manager.
* The post-holder may be required to perform duties appropriate to the post other than those stated above and undertake duties at other locations.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.
* The post holder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

Updated January 2020