

**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**

**Purpose:**

* To assist in the efficient provision of high quality Occupational Therapy service to meet the identified needs of adults and children in the community.

**Key Responsibilities:**

* To undertake complex and higher risk assessment work as directed and under the supervision of the Team Manager.
* To undertake activities in respect of the delivery of the Blue Badge scheme.
* 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 prioritise referrals originating from the Primary Care Network contracts where working into this area of service.
* 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, including assistive technology 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 carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s 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.
* 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.
* 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