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| **Job Description** | |
| **Post title** | Occupational Therapist |
| **JE Reference No** | A5885 Grade 9 pre progression/ grade 11 post progression N6385 |
| **Grade** | Grade 9 pre progression/ grade 11 post progression |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care – OP/PDSI |
| **Reporting to** | Principal Occupational Therapist/Countywide Occupational Therapy Team Manager |
| **Location** | Your normal place of work will be aligned to locality based Adult Integrated Teams within a specific locality area, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To ensure that the needs of people are fully assessed and that services are delivered, monitored and reviewed in accordance with the agreed plan. This represents only the aims of the post, not an in depth description or analysis of the duties involved.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* **Assessment:**

To undertake assessments of the needs of potential clients/carers in order to promote their independence and obtain contributions to that assessment from other personnel and/or agencies; to encourage the participation of clients and carers and ensure that their views are taken fully into account; and to relate those needs to departmental policies and procedures and ensure that the process is carried out in accordance with published standards and criteria.

* **Care Planning:**

To define service requirements and design individually tailored packages including equipment, adaptations and therapy, to meet assessed needs; taking into account a range of care provision which are likely to include the views of clients and carers and agreeing any areas of risk with them; and to cost the care plan and assess the clients ability to contribute towards the costs of services, in conjunction with administrative, other staff and outside agencies.

* **Specifications/Securing of Services:**

To take the lead responsibility for appropriate and effective liaison with major partners to satisfy the needs of the agreed care plan and legislative requirements. Specify the nature of the services to be provided in terms of volume, frequency, duration and quality. OT to arrange for provision of services in order to fulfil the requirements of the care plan i.e. agencies to provide the necessary equipment/adaptation/therapy/care.

* **Implementing the Care Plan:**

To negotiate the provision of services in the most cost effective way whilst ensuring they meet services’ principles, objectives and specifications. To make imaginative use of community resources and stimulate the development of local services. To contribute to the drawing up of contracts with providers, in conjunction with Commissioning Staff.

Training of client/family and carers in specific skills to meet the care requirement.

* **Monitoring:**

To be responsible for monitoring and delivery of continuing services within budgetary limit and in line with care objectives and specification and to provide appropriate support to client and carers.

* **Reviewing:**

To review the achievement of care plan objectives, reassess needs and revise the care plan and redefine service requirements accordingly and ensure value for money.

* **Service Standards and Service Planning:**

To maintain published standards for the delivery of care management and assessment; to notify providers and quality controllers about deficiencies in the standard of services and to inform service planners about unmet needs and gaps and shortfall in provision.

* **Specialist Services and Therapeutic Intervention:**

Where appropriate to provide specialist OT skills as defined in the person specification and as required by clients or other person specification and as required by clients or other Social Workers in keeping with the training experience and aptitude of the post holder, and to ensure that clients have access to an advocate or independent representative whenever necessary.

* **Administrative and Development:**

To ensure that records and user information are maintained using technology wherever appropriate; to produce reports for management staff when requested; and to contribute to other Service administrative requirements as necessary.

* **Professional Supervision**

To contribute to the professional supervision of Occupational Therapy Assistants and Students, where necessary.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Degree or Diploma in Occupational Therapy with Health Professions Council Registration. | * Management qualification or post graduate training relevant to particular specialisms. |
| Experience | * In Health or Social Service settings. Of working with client groups serviced by the Service. | * Of working in a multi-disciplinary or multi-agency environment. Commissioning services i.e. identifying need, assessing, negotiating packages of care, monitoring and reviewing. |
| Skills & Knowledge | * Systematic approach; * Ability to work under pressure; * Ability to work as a member of a team. * Knowledge:   Of the organisation and structures within NHS and Adults, Wellbeing & Health and recent or impending changes;  Of the needs of all client groups serviced by the Team. | * Care Management practices; * Assessment Processes in meeting individual need; * Working knowledge of relevant legislation. |
| Personal Qualities | * Commitment to equal opportunities; * Openness to new ideas and ways of working; * User and carer orientated; * Self-motivating. * Access to a car or access to a means of mobility support to meet demands for domiciliary visits (if driving must have a current valid driving licence and appropriate insurance) |  |