

Appendix 5 - OCCUPATIONAL THERAPIST

LEEDS CITY COUNCIL JOB DESCRIPTION

ADULT SOCIAL CARE - DISABILITY SERVICES TEAM

POST TITLE OCCUPATIONAL THERAPIST

GRADE C3

Please note Subject of a pay and grading review, which will be applied from April 1st 2007. If you apply for this job we will give you more information.

POST(S) TO WHICH DIRECTLY RESPONSIBLE DISABILITY TEAM MANAGER

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE OCCUPATIONAL THERAPY ASSISTANTS, STUDENTS AND TRAINEES AS APPROPRIATE

PURPOSE OF THE JOB Under the direction of the Disability or other Team Manager, to provide Occupational Therapy, including assessment and service provision, to disabled people with less complex needs in community and residential and day care settings.

RESPONSIBILITIES

To carry an active caseload and undertake assessments of adults and older people with less complex needs, which could include core assessment level, including needs of carers, in accordance with Departmental Policy and procedure.

To contribute to assessments of children with less complex needs, under the direct supervision of an appropriate OT.

To contribute to the development and implementation of care plans.

Identify and assess risks associated with Moving and Handling and contribute towards the implementation of recommendations to reduce risk.

Provide Occupational Therapy intervention to users with less complex needs including recommendations for adaptations and equipment, planning and implementation of rehabilitation programmes, and counselling and advice as necessary.

Delivering, fitting and collection of equipment as appropriate, including necessary moving and handling of equipment.

To build links with other agencies and other departments of the LA to support service delivery.

To review services provided as necessary in accordance with Departmental Procedure.

To understand and participate in the implementation of quality standards and cost effectiveness of the service.

To provide a professional role model and where required supervision to Occupational Therapy Assistants.

To contribute to staff development, of unqualified staff.

To contribute to student training.

To maintain case records and documentation in accordance with departmental procedure, policy and practice, and prepare reports as necessary.

To participate in training and development activities as necessary to ensure up to date knowledge and skills and continued professional development.

To find and use evidence on which to base professional practice.

To undertake other duties appropriate to the post as required.

To comply with requirements of all Leeds City Council and Departmental Policies procedures and staff instructions including responsibility under the health and safety policy and procedure.

To actively promote and support Leeds City Council's and Departmental Policies on Equal Opportunities and to work in an anti oppressive manner.

RELATIONSHIPS The post holder will work as a member of a Disability Services team within a larger social services area, maintaining a close working relationship with other colleagues, service users, carers and other agencies. Post holders on rotation posts with other agencies will work in a range of health and social care settings

PHYSICAL CONDITIONS The post holder will be community based, or, if on a rota with the NHS, could be based in hospital setting. All City Council Area Offices and are non smoking environments, *however the postholder may be required to visit establishments or service users' homes where other people may smoke*

SOCIAL CONDITIONS Normal office hours are 8.30 am - 5.00 pm Mon - Thurs and 8.30 am - 4.30 pm on Friday. Shifts may apply on some rotas with the NHS.

ECONOMIC CONDITIONS Terms and conditions of employment are in accordance with collective agreements negotiated from time to time by the National Joint Council (NJC) for Local Authorities for Administrative, Professional, Technical and Clerical Services and the Rules of Leeds City Council., supplemented by local agreements reached with trade unions recognised by the Council

PROSPECTS

Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Department which potentially provide the opportunity for career progression within the Department.

Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training

The Department has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

QUALIFICATIONS Diploma of the College of Occupational Therapy - Bsc in Occupational Therapy

SPECIAL CONDITIONS This post is subject to a higher level check with the Criminal Records Bureau. In discharging its social services function under the Local Authority Social Services Act 1970, the Department is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared / Reviewed by:

Job Description Approved by:

Date:

Date:

EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

Ability to pass information accurately and concisely between service users, carers, colleagues and other agencies.

Ability to organise and prioritise own workload.

Ability to carry out functional assessments of older and disabled people

Car driver

Ability to move and handle equipment necessary for assessment and provision

Ability to carry out safe functional assessments and give physical assistance to older and disabled people where necessary

KNOWLEDGE

Of the needs of older and disabled people

EXPERIENCE

Of people with a wide range of impairments

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Ability to understand and observe the Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills

Registered with Health Professions Council.

DESIRABLE REQUIREMENTS

SKILLS

Ability to organise group work

KNOWLEDGE

Understanding of the role and function of the Local Authority in providing services to older and disabled people

Equipment and adaptations available and their application

Of other caring agencies

EXPERIENCE

Of working as part of a multi-disciplinary team

Assessment of older and disabled people in relation to their home environment

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Knowledge of the problems of disadvantaged groups.

OCCUPATIONAL THERAPIST (BASIC GRADE) .DES