

[NEW GRADUATE] OCCUPATIONAL THERAPIST V7 (June 15)

Job Title: [New Graduate] Occupational Therapist **Salary: SO1**

Service Area: Disability Services/Health and Housing
Grade:

Directorate: ASC/ Children's Services/E and H **Date:**

Responsible To: Team Manager

Responsible For: Students and Occupational Therapy Assistants

Core Values, Ambitions and Goals

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Adult Social Care - Our Vision

Our vision is "Better Lives for People in Leeds".

Adult Social Care - Our goals

"Better Lives" is about a range of positive changes we are working towards in Adult Social Care over the next few years to improve the lives of people who use care and support and wider services in Leeds.

This can be divided into three main strands:-

Better Lives through enterprise – stimulating the social care market and increasing social capital to increase the range of choices for people

Better lives through Housing, Care and Support – working to ensure that people can stay living in their own homes as long as possible

Better Lives through integration – Adult Social Care and Health services working more closely together to support people

Job Purpose

Under the general direction of a Team Manager, and with support from Senior Occupational Therapists, provide a high quality and comprehensive Occupational Therapy service to adults, children and young people, carers and the community in accordance with the organisational needs, policy and practices of the Directorate and within statutory guidelines.

Provision of different learning experiences for Occupational Therapists on rotation.

The post holder must at all times carry out responsibilities within the City Council's Policies and Procedures, in particular the Council Policies on Equality and Diversity, Health and Safety, and also within the Health and Care Professions Council Code of Practice.

Core Responsibilities

To undertake Occupational Therapy assessments, deemed suitable for allocation to a OT in line with experience post qualification. Assessments should have an occupational focus and aim to reduce barriers to inclusion.

To undertake reablement assessments which have an occupational emphasis. To be responsible for the care planning for the whole process.

To organise work activities taking account of the need to prioritise tasks and responsibilities ensuring statutory legislation and service priorities are met.

To manage an allocated caseload of disabled people and, with supervision, regularly monitor, review and evaluate changes in a disabled persons needs and ensure that all services contribute effectively to the support plan and remain an effective use of resources.

To complete moving and handling and hoist training, and then, with appropriate guidance from senior staff, carry out appropriate moving and handling assessments.

Under clear supervision, contribute to the enhanced screening of new referrals and people already in receipt of services.

On the basis of assessed needs and risks and, using a person centred approach, provide/recommend services to disabled people which remove barriers to social inclusion.

To develop, implement and review outcome focussed Occupational Therapy intervention to meet assessed needs and promote independent well-being and inclusion.

To identify specialist housing needs of disabled people and their families and support them in accessing suitable housing/adaptations

To deliver, fit and collect equipment as appropriate, including necessary moving and handling of equipment.

To provide written and verbal reports which are concise, informative and based on an analysis of complex information.

To work to and within the prescribed standards of the College of Occupational Therapists.

To maintain accurate and up to date case notes and other records, and write reports as required.

To use management information systems, keep them up to date and be able to provide concise and accurate information about circumstances and plans within the limits of data protection.

To appropriately participate in meetings and relevant forums.

To develop and maintain effective working relationships with other professionals within the council and partner agencies, to ensure an integrated, holistic and multidisciplinary approach to the care management and safeguarding of disabled people.

To work closely with other services in the council to deliver effective and efficient solutions to barriers faced by disabled people.

To obtain the views of the disabled person during the assessment process and take into account their views when making recommendations for service provision.

To contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged communities.

With supervision, work with individuals, families and carers and communities to help them make informed decisions enabling them to clarify and express their needs to promote meaningful activity in their lives and social inclusion.

To actively promote and support Leeds City Council's and Directorate policies on Equality and Diversity.

To be responsible for understanding and applying all relevant practice standards, policies and procedures.

To be compliant with relevant governance, policy and procedures.

To work within the safeguarding framework to raise concerns and assist with the management of risks where individuals have experienced or are likely to experience significant harm.

To work to the prescribed standards for service provision and maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision and appraisal.

To disseminate knowledge and contribute to the delivery of a high standard of service.

To comply with the requirements of all Leeds City Council and Directorate Policies and procedures and staff instructions, including responsibilities under Health and Safety policy and procedures.

To provide support and professional supervision to support staff and to ensure the person achieves the appropriate skills and competencies.

To attend regular personal and professional Supervision with identified Supervisor.

To assist with the practice education of undergraduate OT students, including student placements and other student related activity.

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

With supervision identify and implement strategies for responding appropriately to concerns about practice or procedures seeking guidance if required.

To promote Occupational Therapy to colleagues both within and outside the council.

To participate in training and development activities that ensures up to date knowledge and skills to retain registration with the HCPC and maintain an up to date CPD portfolio.

To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the directorate.

Specific Responsibilities within the Independent Mobility Assessment Team

To carry out standard in- clinic assessments for Blue Badges by using the Department for Transport Guidelines.

To contribute to the telescreen assessments

Undertake visits to establish eligibility for Organisational Badges

Specific Responsibilities within Children and Young People Services

To consider the development of the Child or Young Person and the needs of the Family/Carer when making recommendations for service provision.

To obtain the views of the Child or Young Person as well as the family/carers during the assessment process and to take account of these views when making recommendations for service provision.

Specific Responsibilities within Environment and Housing

To understand and contribute to the annual service plans of the Health & Housing service that creates opportunities for all disabled people and their families to live independently in quality, affordable, safe and stable housing of their choice across all tenures.

To have a knowledge of the various cross tenure funding streams and the scope of the adaptations and re-housing services within Council.

Specific Responsibilities within the OT Resources Team

To have a knowledge of the Council's Residential and Nursing Care Services (Framework Arrangement) 2012-2017

To understand funding streams for bespoke specialist equipment

Economic Conditions:

Annual Leave: 26 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service.

Hours: 37 hours per week - Normal office hours are 8:30am - 5:00pm Monday - Thursday and 8.30am - 4:30pm on a Friday. Flexible working arrangements, including evening and/or weekends, may be necessary on occasion to complete on-going casework, emergency situations, evening visits or meetings.

Flexible Working: A range of flexible working options are available subject to approval of a business case
Conditions of Service: NJC Terms and Conditions apply. Some locally negotiated agreements may also be in place.

Equality & Diversity: Within the Council this is about making sure that everyone can fully join in the social, cultural, political and economic life of the city. The City Council is committed to its value of Treating People Fairly; this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, and marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and wellbeing and to that of others who may be affected by their actions.

Promotion: Whilst no guarantee can be given to subsequent promotion, there are

currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council 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. Continuous professional development pathways are available for OTs. The Council recognises the importance of training in the professional and personal development of staff.

Qualifications: Appropriate professional qualification Degree/Diploma in Occupational Therapy.

Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain yearly registration.

Relationships The post holder will work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers and other agencies.

Physical Conditions The post holder will be community based working within a social and /or health care setting but may be required to work in other locations throughout the city to effectively deliver their duties. Leeds City Council has a no smoking policy. However the post holder may be required to visit service users homes where other people may smoke.

SPECIAL CONDITIONS This post is subject to a higher level check with the Disclosure & Barring Service. 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 Content Prepared / Reviewed by:

Name:

Name:

Designation:

Designation:

Date:

Date:

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Ability to effectively plan, prioritise, time manage and evaluate own workload.	A/I
Able to communicate and pass information effectively, accurately and concisely with a range of partners and service users, carers and colleagues	A/I
Able to engage individuals, families, carers and workers from other agencies	A/I
Able to identify appropriate Occupational Therapy interventions in order to promote positive change	A/I
Ability to carry out safe functional assessments and give physical assistance where necessary	A/I
Ability to move and handle equipment for assessment and provision	A/I
Ability to assess the needs of and work with individuals and groups using a person centred approach	A/I
Be competent in the use of IT, including Microsoft Office, Internet and Email	A/I
Ability to maintain accurate service user records, assessments and follow policy and procedure	A/I
Able to record, evidence and communicate using technology	A/I
Able to exercise individual judgement, assess risk and consult where and when appropriate.	A/I
Ability to make proactive use of Supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.	A/I
Car driver	
Knowledge required	MOA
Qualified as an Occupational Therapist	A/C
Registration with the Health and Care Professions Council (HCPC)	A/C

Knowledge of the range of models of Occupational Therapy and their use in a community setting	A/I
Of relevant legislation appropriate to the needs of disabled people from a wide range of backgrounds	A/I
Awareness of the broad range of factors that impact on disabled people and families eg range of physical and mental health conditions	A/I
Understanding of the roles and responsibilities of statutory and voluntary agencies.	A/I
Basic awareness of IT systems including Microsoft Office, Internet and Email	A/I
Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting	A/I
Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.	A/I
Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.	A/I
Demonstrate an understanding of diversity issues within local communities.	A/I
Report writing and Communications Skills	A/I
Experience required	MOA
Of implementing a person centred focused approach	A/I
Demonstrated creativity in tackling and solving problems	A/I
Of using initiative and a commitment to developing services	A/I
Use of reflective practice techniques to critically analyse information to inform decision making and planning	A/I
Producing written records and reports to a high standard for a variety of purposes with language suited to function	A/I
Application of information gathering skills to make and contribute to assessments	A/I
Of using supervision effectively	A/I

Behavioural & Other Related Characteristics required	MOA
Committed to continuous improvement.	A/I
Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice	A/I
To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.	A/I
Take responsibility for improving practice through professional development	A/I
Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain yearly registration	A/I

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Ability to devise, implement, review and evaluate service and support plans	A/I
Knowledge required	MOA
Understanding of the role and function of the Local Authority in providing services to older and disabled people.	A/I
Equipment and adaptations available and their application	A/I
Experience required	MOA
Of advocacy and user involvement	
Of using initiative	
Behavioural & Other Related Characteristics required	MOA
Knowledge of the problems of disadvantaged groups	A/I