

Leeds City Council
Children's Services Directorate

Job Title: Occupational Therapist

Service Area: Child Health and Disability Team

CORE VALUES, AMBITIONS AND GOALS FOR CHILDREN'S SERVICES EMPLOYEES

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

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

Directorate: Children's Services

Service Area: Child Health and Disability Team

Job Title: Occupational Therapist

Grade: SO1

Conditions Of service: NJC Conditions apply

Responsible To: Team Manager

Responsible For: Occupational Therapy Assistants and students

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.

Responsibilities for Grade:

1. Core Responsibilities

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

Qualifications: Appropriate professional qualification Degree/Diploma in Occupational Therapy, Registration with the Health & Care Professions Council (HCPC) upon commencement of the post and maintain yearly registration.

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 duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

Skills Required:

- Ability to effectively plan, prioritise, time manage and evaluate own workload.
- Able to communicate and pass information effectively, accurately and concisely with a range of partners and service users, carers and colleagues
- Able to engage individuals, families, carers and workers from other agencies
- Able to identify appropriate Occupational Therapy interventions in order to promote positive change
- Ability to carry out safe functional assessments and give physical assistance where necessary
- Ability to move and handle equipment for assessment and provision
- Ability to assess the needs of and work with individuals and groups using a person centred approach
- Be competent in the use of IT, including Microsoft Office, Internet and Email
- Ability to maintain accurate service user records, assessments and follow policy and procedure
- Able to record, evidence and communicate using technology
- Able to exercise individual judgement, assess risk and consult where and when appropriate.
- 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.
- Car driver

Knowledge Required:

- Qualified as an Occupational Therapist
- Registration with the Health and Care Professions Council (HCPC)
- Knowledge of the range of models of Occupational Therapy and their use in a community setting
- Of relevant legislation appropriate to the needs of disabled people from a wide range of backgrounds
- Awareness of the broad range of factors that impact on disabled people and families e.g. range of physical and mental health conditions
- Understanding of the roles and responsibilities of statutory and voluntary agencies
- Basic awareness of IT systems including Microsoft Office, Internet and Email
- Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting
- Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.
- Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.

- Demonstrate an understanding of diversity issues within local communities.
- Report writing and Communications Skills

Experience Required:

- Of implementing a person centred focused approach
- Demonstrated creativity in tackling and solving problems
- Of using initiative and a commitment to developing services
- Use of reflective practice techniques to critically analyse information to inform decision making and planning
- Producing written records and reports to a high standard for a variety of purposes with language suited to function
- Application of information gathering skills to make and contribute to assessments
- Of using supervision effectively

Behavioural & other Characteristics required:

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

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 duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required:

- Ability to devise, implement, review and evaluate service and support plans

Knowledge Required:

- 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

Experience Required:

- Of advocacy and user involvement
- Of using initiative

Behavioural & other Characteristics required:

- Knowledge of the problems of disadvantaged groups

Job Description Content Prepared / Reviewed by:

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Date: June 2015

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Date: June 2015