

Leeds City Council

Children's Services

Job Title: Community 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

Children's Services Directorate

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 and Families

Service Area: Child Health and Disability

Job Title: Community Occupational Therapist

Grade: PO1

Conditions Of service: NJC Conditions apply

Responsible To: Team Manager

Responsible For: Occupational Therapists, Occupational Therapy Assistants and students

Qualifications:

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

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 a range of complex Occupational Therapy assessments. 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 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 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 service users, regularly monitor, review and evaluate changes in service user 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 carry out moving and handling assessments, and provide subsequent advice and training to disabled people, carers and staff as appropriate.

To carry out moving and handling risk assessments, make appropriate recommendations for specific equipment, to reduce the risks for carers.

Following assessment provide/recommend specialist services to disabled people which remove barriers to social inclusion.

To work within legislative framework to make recommendations for complex adaptations that are necessary and appropriate to reduce environmental barriers, to improve quality of life for adults and older people and their carers

To carry out the enhanced screening of new referrals, and people already in receipt of services.

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 general advice, support and guidance on casework to less experienced and unregistered members of the team.

To provide practice education for OT students, including annual placements, or other student related activities.

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

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 attend regular personal and professional Supervision with identified Supervisor

To provide in depth knowledge of specialist equipment and major adaptations to users, carers and less experienced members of the team.

Co-working more challenging casework alongside Senior OTs/Manager

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

To appropriately participate in meetings and relevant forums.

To assist in the planning and developing of future service and policies

To assist with recruitment and selection of unregistered staff.

To be responsible for analysing information to support the ongoing needs of service users, their families and carers.

To comply with LCC safeguarding framework to contribute to investigations, and manage risks where individuals have experienced or likely to experience significant harm.

To contribute to safeguarding investigations in accordance with legislative requirements and Multi-agency Safeguarding procedures. Undertake risk assessments, identify needs and options.

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 requirements of data protection.

To provide written and verbal reports which are concise, informative and based on analysis of complex evidence, for example, recommendations for major adaptations and specialist/bespoke equipment.

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

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, skills, and continuous professional development.

To maintain up to date personal CPD folder in order to retain registration with the HCPC.

To contribute to the development of practice by finding and using evidence on which to base professional practice.

To be responsible for understanding and applying all relevant practice standards, policies and procedures. Maintain knowledge of related theories and legislation

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

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

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

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

To develop and maintain effective relationships with disabled people, their families and carers: provide advice and support, promote independence and early intervention, as necessary; help resolve conflict, where appropriate.

To work with individuals, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.

To develop and maintain effective working relationships with other professionals within the directorate and partner agencies to ensure integrated, holistic and multidisciplinary approach to the care management and safeguarding of children, adults and older people.

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

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

Specific Responsibilities with the Independent Mobility Assessment Team

To carry out standard in- clinic assessments of service users applying for a Blue Badge using the guidelines determined by the Department for Transport.

To carry out telescreen assessment as directed by senior staff.

Specific Responsibilities within Children and Young Peoples 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 with 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

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.

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.

Skills required

- Ability to effectively plan, prioritise and time manage own workload.
- Able to communicate and pass information effectively, accurately and concisely with a range of partners and services 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 Occupational Therapy assessments of disabled people and develop and implement recommended interventions

- Ability to assess the needs of and work with individuals and groups using a person centred approach
- Ability to devise, implement, review and evaluate service and support plans
- 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 carry out safe functional assessment and give physical assistance where necessary.
- Ability to move and handle equipment for assessment and provision
- Ability to contribute to the education of students, OTs and OTA's
- Ability to provide day to day supervision to OTs and OTA's
- 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.
- Report Writing and Communications Skills
- Car driver

Knowledge required

- Appropriate Occupational Therapy qualification Degree/Diploma
- Registration with the Health and Care Professions Council (HCPC)
- Knowledge and understanding of a range of physical and mental health conditions
- Of the range of specialist equipment and major adaptations to meet assessed need
- Of relevant legislation appropriate to the needs of service users from a wide range of backgrounds
- Awareness of the broad range of factors that impact on service users and families e.g. drugs, alcohol domestic violence
- Understanding of the roles and responsibilities of statutory and voluntary agencies.
- Be competent in the use 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

Knowledge required - continued

- 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.

Experience required

- Of practicing as an Occupational Therapist.
- Of being a fieldwork educator
- Demonstrated creativity in tackling and solving problems
- Of advocacy and user involvement.
- Of using initiative
- Of developing services to meet customer needs
- 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
- Of assessment and service provision to disabled people in a range of settings
- Of working within and implementing a person centred focused approach

Behavioural & Other Related 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. 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.

Skills required

- Ability to contribute to service planning

Knowledge required

- Of the range of services available to users, families and carers
- Of a range of equipment and adaptations and their application

Experience required

- Of working with a wide range of user groups
- Of supervision of other staff

Job Description Content Prepared / Reviewed by:

Name Alison Griffiths

Designation Service Delivery Manager

Date: June 2015

Confirmation Job Evaluation Undertaken

Name Giles Ruddock

Designation Senior HR Officer

Date: June 2015