# Job Description

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| **Job Title:** | **Occupational Therapist and Advanced Practitioner Occupational Therapist** | | |
| **Reports to:** | Deputy Manager/Team Manager | | |
| **Directly accountable for:** | Supervision of up to 3 Social Care Workers for Advance Practitioner Occupational Therapist | | |
| **Reporting Department:** | Adult Social Care | **Grade:** | PO1 – PO3 |
| **Department:** | Hospital Discharge Team | **Driving required:** | No |
| **DBS Status:** | Enhanced | **Politically restricted:** | No |

**Organisational Category:**
☐Social Care and Community Services

**Job Purpose:**

- To promote strength-based practice and positive change in people's lives by using occupational therapy methods, models and tools, with the aims of helping them to be as independent as possible and to promote health and wellbeing.
- To carry out needs led assessments within the guidelines of the Care Act of residents and their carers
- To provide an Occupational Therapy (OT) service to physically disabled people and those with complex and multiple disabilities (including those with mental health conditions), working as a key member of the multi-disciplinary team.
- To make professional judgements in the context of the relevant legal and policy frameworks.
- To work with people to carry out OT assessments of their needs and to plan how to meet these needs using the full range of available resource with the aim of supporting them to be as independent as possible.
- To prevent or delay the development of the need for care and support, and to reduce any needs which already exists.
- To promote the use of specialist OT knowledge in the provision of cost effective and cost-efficient assessment, intervention, and support for long term care needs.
- To consider needs of the carer, assess and, where eligible, address the needs.

**Brent Values**

- Collaborate proactively.
- Lead inclusively.
- Embrace change.
- Be bold and curious.
- Celebrate and share our success.

*Evaluated December 2023; Last reviewed October 2024.*

**Job specific roles and responsibilities**

Principal Accountabilities and Responsibilities:

PO1 key responsibility areas: Newly Qualified Occupational Therapist with no experience working in Social Care

1. To complete person-centred occupational therapy functional assessments of Adults living in the community, in order to identify their physical, sensory, psychological, cognitive needs in relation to their Activities of Daily Living, within their environment and support systems.
2. To identify appropriate short treatment plans in conjunction with the clients and families and carers, where appropriate in order to address the needs identified in the occupational therapy assessment.
3. To recognise safeguarding concerns relating to adults with care and support needs. To identify and raise safeguarding concerns relating to adults with care and support needs.
4. With support, to undertake and lead on safeguarding enquires in line with section 42 duties, with focus on promoting the principles of Making Safeguarding Personal.
5. To apply the Mental Capacity Act where the situation requires it and support actions to be undertaken in the best interest of those we work with.
6. To hold a protected caseload increasing through progression of the occupational therapy preceptorship/development programme.
7. Undertake a 12-month preceptorship/development supported occupational therapy programme as a Newly Qualified Occupational Therapist
8. To complete occupational therapy assessments in a timely manner and to provide a copy to the person in receipt of services.
9. To refer clients on to other appropriate health and social care teams as part of the holistic occupational therapy assessment and intervention plan.
10. To provide standard equipment to meet the needs of clients and carers. To demonstrate the safe use of equipment, adaptations and alternative methods, to increase or maintain client independence and/or to assist carers.
11. With support, to provide moving and handling equipment to meet the needs of clients and carers and to demonstrate the safe use of equipment to clients and carers. With support to provide a written moving and handling care plan for use by clients and carers.
12. With support to assess for and make recommendations to the housing department to support service users' application for Disabled Facilitates Grants, housing adaptations and housing needs reports
13. To identify, requests for minor adaptations to meet identified needs with positioning diagrams as required. To complete joint visits with housing colleagues as required.
14. To arrange and participate in meetings and joint visits with other health, social service and voluntary sector professionals where relevant.
15. To review the appropriateness and safety of all occupational therapy interventions: including equipment trialled or provided. The review to be completed with engagement from client, informal and formal carers and other professionals as appropriate.
16. Ensure people with occupational therapy needs and their carers get the advice support and guidance which they should have and may include making sure they have access to translation, interpretation or advocacy services.
17. Participate in learning events for the team, colleagues and external agencies as appropriate.
18. Participate in project work and or group work to support learning

*Evaluated December 2023; Last reviewed October 2024.*

19. Make constructive use of regular supervision sessions and participate in staff appraisal, training and development activities. Identify own training needs in consultation with manager and attend relevant training events/ courses.
20. To participate in training as identified through the staff development process and take responsibility for continuing professional development.
21. To keep skills and knowledge up to up-to-date, in order to meet the requirements of the role and to maintain requirements of professional registration. This will include keeping up-to date with relevant law, regulations and guidance, and acting in line with it.
22. Maintain accurate written and computerised records in line with service and departmental requirements, including those of confidentiality and data protection.
23. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
24. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
25. Undertake any other duties commensurate with the general level of responsibility of this post.

**PO2 Occupational Therapist level key responsibility areas As above plus:**

26. To carry out effective work in more complex cases, for example those where may be any one of:

    • The person with occupational therapy needs avoids, withdraws from, or refuses contact or assistance
    • Contribution to the reduction of, or prevent the increase to, a package of care, by providing or changing equipment from the standard OT catalogue or by prescribing specialist equipment
    • Mounting concerns or escalating risk
    • Constraints such as limited options or difficulties in accessing salient information
    • Situations which involve risk limitation rather than removal

27. Effective work in such complex and challenging situations including:

    • Achieving concrete results through the application of a detailed knowledge of a wide range of legislation and policies
    • Contributing to work across networks, communities and agencies
    • Influencing change in the lives of people with occupational therapy needs and their carers through relationship-based work
    • Practice that is demonstrably evidence-based.
    • Carry out assessments where the situation is deemed to be more complex/ multiple risk factors have been identified or anticipated due to an adult or child's medical condition, disability, environment, behaviour, social dynamic's and/or the need for multi-agency working
    • Work that evidences sound decision-making, that is done with an appropriate level of independence and autonomy

28. Following identification of a safeguarding concern, to contribute relevant knowledge, information, actions, and recommendations to the safeguarding enquiry process.
29. Developing some specialist knowledge and skills in an area such as practice education, moving and handling, postural management or research methods.
30. Supporting the professional development of other team members which may involve sharing knowledge and skills with less experienced OTs with a view to developing practice.
31. To undertake moving and handling assessments, arrange delivery and demonstration of equipment along with written reports and recommendations to ensure the safety of service users and carers.
32. To carry out moving and handling reviews and complete moving and handling plan
33. To assess for and make recommendations to the housing department to support service users' application for Disabled Facilitates Grants, housing adaptations and housing needs reports.
34. To complete written clinical reasoning, OT specifications, referrals to support recommendation for major adaptations
35. To work with surveyors from housing departments, housing associations and external Architects to design major adaptations specification when required
36. To produce reports on the functional needs of service users where appropriate e.g. for re housing, employment.
37. To undertake practice educator training to take and supervise OT students on placement.

**PO3 Advanced Practitioner level key responsibility areas As per PO2 level, plus:**

38. To be able to carry out effective work in the most complex and challenging cases, for example, those with two or more of the following characteristics:

    • Multi agency input
    • Complex family or organisational dynamics
    • Serious hostility and conflicts of interest
    • Multiple problems or disadvantages
    • Multiple and significant risk factors
    • The need to take into account the public interest

39. Effective work in such complex and challenging situations including:

    • Co-ordinating work across networks, communities and agencies.
    • Being able to take the initiative to form constructive alliances and to act as a change agent.
    • Applying skills appropriately around management of self and professional identity.
    • Working with appropriate independence, which will involve collaborating on equal terms with members of other professions.
    • Carry out assessments where the situation is deemed to be significantly complex/ multiple high-risk factors have been identified or anticipated due to an adult condition, disability, environment, behaviour, social dynamic's and/or the need for multi-agency working.
    • To participate in joint visits with less experienced OTs to support complex clinical reasoning/ problem solving and/or to facilitate good communication with clients and informal and formal carers in case where there is challenging dynamics.

40. Contributing to the development of services, policies, practice and research.
41. To lead on a specialist area of occupational therapy practice such as moving and handling, housing, mental health, functional rehabilitation vocational rehabilitation, specialist equipment and seating & postural management.
42. Those with the relevant qualification will undertake and continue to practice in one or more of the following roles as reasonably requested

    a. Practice Educator
    b. Best Interest Assessor
    c. Approved Mental Health Professional
    d. Posture Management for people with complex disability

43. Chairing meetings, where appropriate, under direction of a team manager for the service users and less experienced staff.
44. To undertake supervision of newly qualified occupational therapist student OTs/OT apprentices or OTAs.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.

Undertake any other duties commensurate with the general level of responsibility of this post.

**Essential Requirements**

| | **Criteria** |
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| *1* | **Qualifications and Professional Membership requirements:**<br>• Degree/Diploma/Apprenticeship in occupational therapy or equivalent<br>• Registered with the Health Care Professionals Council |
| *2* | **Knowledge:**<br>• Evidence of recent and relevant Continuing Professional Development<br>• Evidence of knowledge and understanding of relevant Social Care legislative and policy framework including tests to determine eligibility for services<br>• Knowledge of the needs of adults with mental health needs, older people, people with physical health needs and disabilities<br>• Up to date professional and technical expertise in relation to equipment and adaptations for people with disabilities or children with disabilities as relevant to the post |
| *3* | **Experience:**<br>• Experience of a fieldwork placement or employment in an occupational therapy setting with adults with, older people and adults with physical health needs and disabilities; people with dementia and mental health needs; adults with learning disabilities |

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| | • Experience of using approved moving and handling techniques.<br>• Experience of undertaking comprehensive OT assessments and in particular those in relation to Activities of Daily living, assessments related to cognition and perception, risk assessments in the community.<br>• Experience of working with people who require adapted environments<br>• Experience of working in a multi-disciplinary team |
| 4 | **At PO2 level:**<br><br>• Extensive experience of successfully holding more complex cases.<br><br>• This will mean those at PO1 level will be building their experiences and skills toward this level.<br><br>**At PO3 level:**<br>• Extensive experience of successfully managing the most complex and challenging cases.<br><br>• Experience of leading or participating in the delivery of training for OT Students and other staff involved in the provision of care services.<br><br>• This will mean those at PO2 level will be building their experiences and skills toward this level. |
| *5* | **Skills and abilities:**<br><br>• Ability to work with a service user group who might find it difficult to engage with professionals and to use an enabling and goal centred approach.<br><br>• Clear and effective written and verbal communication skills.<br><br>• Demonstrate ability to work positively as a member of the team and in partnership with colleagues from within other Council departments and external agencies.<br><br>• Demonstrate ability to effectively utilise and respond to supervision and training opportunities. |
| 6 | **Skills and abilities:**<br><br>• Ability to plan, organise, prioritise and manage own work process and to achieve performance targets<br><br>• Ability to use IT to produce information and reports<br><br>• Demonstrate understanding of and commitment to the principles of Customer Care and Equality and Diversity in service delivery and employment<br><br>• Demonstrate ability to complete OT Reports, Adaptation<br>• Specifications, care packages and care plans within a budgetary framework with the appropriate level of support depending on the grade. |

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| 7 | **List desirable criteria:**<br>• MSc Occupational Therapy<br>• Membership of the RCOT<br>• Practice educator qualification |

**Budget Responsibility N/A**
**Overall Headcount N/A**

*Within reason these key deliverables may evolve to meet service needs, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council-wide needs*