

# Job Description

make the right move - join us



St. Helens Council

<b>Post:</b>	Occupational Therapist
<b>Post Number:</b>	U322
<b>Department:</b>	Urban Regeneration & Housing
<b>Grade:</b>	SCP 35 - 38
<b>Responsible to:</b>	Manager – Occupational Therapy
<b>Responsible for:</b>	Occupational Therapy Assistants

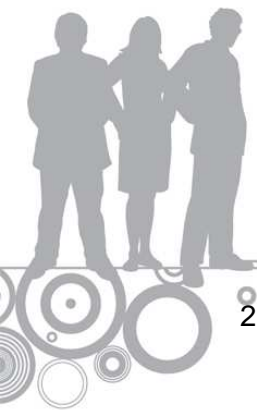
## **Purpose of the Post:**

- To Perform a specialist Community Occupational Therapist role for adults with disabilities who have complex needs and have been referred through an 'open' referral system.
- To provide a specialist response in complex cases, formulating and implementing intervention plans aimed at reducing the impact of disability and ill health, and increasing independence for people in their own homes through the provision of equipment and adaptations.
- To participate in the development of the Occupational Therapy Service, playing an active role in training and supervision of junior and unqualified members of staff.

## **Duties and Responsibilities:**

### 1. Specialist knowledge and Experience

- 1.1 Specialist knowledge of the relevant Community Care and Housing Legislation.
- 1.2 Comprehensive knowledge of the Council's eligibility criteria and an understanding of its application.
- 1.3 Comprehensive knowledge of cross-departmental policies and procedures.
- 1.4 Specialist knowledge of the complex interaction between health, housing and social issues and their impact on functional ability.
- 1.5 Specialist understanding of housing design to meet the needs of people with disabilities.
- 1.6 Specialist understanding of technical plans and the principles of adapting properties for people with disabilities.
- 1.7 Specialist knowledge of a wide range of specialist disability equipment.
- 1.8 Specialist understanding of moving and handling legislation and knowledge of current moving and handling best practice and associated equipment.
- 1.9 Specialist understanding of long-term medical conditions, aetiology, and how prognosis impacts on functional ability.



# Job Description

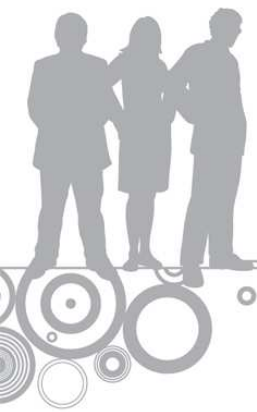
make the right move - join us



St. Helens Council

## 2. Professional Duties and Responsibilities

- 2.1 To adhere to, and apply the Code of Ethics and Professional conduct for Occupational Therapist's (OT 2000) maintaining high professional standards at all times.
- 2.2 To carry out a comprehensive assessment of need in the service user's home environment. To discuss options for meeting these needs with the service user and carers, and to make recommendations for the provision of equipment, property adaptations or rehousing.
- 2.3 To use reasoning, communication and negotiation skills to identify and select with the user and their carers appropriate interventions, which balance the complex interaction of risk, safety, choice, independence, areas of conflict and eligibility for services.
- 2.4 To offer and arrange assessments of service users' needs, involving physically assisting the service user to mobilise around their properties, to use equipment and to ensure the safe use of facilities.
- 2.5 To complete physical assessments of service users needs, involving physically assisting the service user to mobilise around their properties, to use equipment and to ensure the safe use of facilities.
- 2.6 To carry out moving and handling risk assessments where this is considered to be appropriate as part of the Occupational Therapy assessment. To provide written and verbal instruction for service users and informal carers on safe practice and provide necessary documentation for care managers and care agencies to meet legal requirements of a care package.
- 2.7 To participate in the prioritisation of new complex referrals in accordance with departmental guidelines for eligibility for assessment. To allocate and prioritise own workload ensuring that personal key performance indicators are achieved, and manage time effectively. To oversee the allocation, prioritisation and workload management of Occupational Therapy Assistants.
- 2.8 To participate in multi-disciplinary assessments as required and to maintain close liaison with colleagues and professional in other agencies. To seek opinion from other relevant professionals to inform analysis and reasoning where appropriate.
- 2.9 To provide specialist advice to service users who fall outside the Council's eligibility criteria for provision of services.
- 2.10 To arrange for the provision of standard specialist disability equipment, to arrange assessments of specialist bespoke equipment to ensure its suitability and obtain authorisation for the purchase of non-standard equipment.
- 2.11 To recommend minor housing adaptations up to £1000 and to prepare reports for the authorisation of major adaptations across all tenures.
- 2.12 To read and understand technical drawings and make arrangements as necessary to ensure the adaptation meets the needs of the service user.
- 2.13 To monitor the progress of adaptations through the system, liaising with technical colleagues, planning officers and building contractors as necessary.
- 2.14 To evaluate the outcome of recommendations and arrange reviews as appropriate.



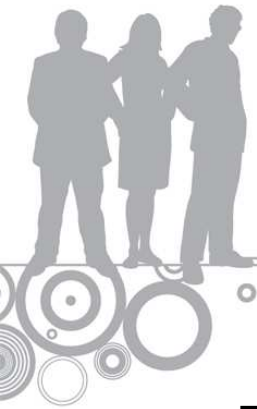
# Job Description

make the right move - join us



St. Helens Council

- 2.15 To provide help and advice to service users, families and carers, teaching and demonstrating the use of equipment or other techniques to optimise the service user's functional ability and independence.
  - 2.16 To maintain accurate documentation including entries into computerised case recording, which is consistent with legal and organisational requirements.
  - 2.17 To liaise with health and social care professionals and other statutory, private and voluntary organisations, providing written reports, recommendations and referrals where appropriate.
  - 2.18 To identify gaps in service provision and highlight these to the appropriate manager or organisation.
3. Organisational
- 3.1 To participate in the monitoring, development and operation of the Community Occupational Therapy service, ensuring that standards of assessment and working practices are current and valid
  - 3.2 To contribute to the evaluation of the service through use of audit, outcome measures and service research.
4. Continuing Professional Development
- 4.1 To take a key role in the development, supervision and training of unqualified staff within the team to provide a multi-skilled workforce.
  - 4.2 To take a key role in the training, development and co-ordination of induction for staff new to the team.
  - 4.3 To provide supervision, training and mentorship for Junior Occupational Therapists seconded from the PCT.
  - 4.4 To participate in identification of training needs within the team, to provide training for other members of staff where appropriate and to attend any courses as appropriate To be responsible for the training and supervision of Occupational Therapy students.
  - 4.5 To maintain a commitment to continuing professional development, ensuring that a professional portfolio is maintained and updated on a regular basis.
  - 4.6 To participate in corporate appraisal and quality management schemes.
5. General
- 5.1 To comply with the Council's Comprehensive Equality policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
  - 5.2 To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
  - 5.3 To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
  - 5.4 To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.



# Job Description

make the right move - join us



St. Helens Council

- 5.5 To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.**

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: February 2011**