Job Description

Date January 2016
Post Title Occupational Therapist
Post No.
Job Evaluation ID 1559
Grade Grade 9
Section Disabled Children’s Team
Service Area Children and Family Services
Service Grouping People
Responsible To Senior Occupational Therapist

Job Purpose

To assess the needs of children/young people and their families who may apply or be referred into the team who need support and advice due to illness or disability.

To identify and understand the child/young person’s usual occupations within the areas of self-care, productivity and leisure to enhance participation in these areas and/or enable family and carers to support the child/young person to participate in these occupations.

To work together with other agencies and professionals to ensure a joined up service approach in meeting the needs of children/young people referred to the service.

Key Results Areas

1.0 Service Provision

1.1 To perform all the functions of the post in a manner consistent with current legislation and within current social services policies, standards and procedures as endorsed by the senior management team.

1.2 To take responsibility for all the functions of the post within the boundaries of delegated responsibility.

1.3 To act appropriately upon receiving referrals and managing a caseload and associated administrative tasks in an efficient and effective manner.

1.4 To ensure that appropriate information is available for children/young people and their families/carers to make informed decisions regarding their care and occupational therapy intervention.

1.5 To carry out assessment of need of children/young people referred, looking at their occupational performance in self-care, productivity and leisure. Utilising family/carer information, advice and observation of the child/young person within the family environment, educational establishment, and respite and leisure areas as appropriate.
1.6 To provide interventions relevant to the child/young person’s occupational needs to improve function, health and well-being. Including the assessment and prescription of equipment appropriate for children to undertake their activities of daily living and enable safe caring for parents/carer.

1.7 To carry out assessment of environmental adaptations following Disabled Facility Grant/Physical Adaptation Grant criteria and housing policy to enable appropriate access and facilities to meet the needs of children and young people who are disabled. Provide advice on learning new approaches and techniques for individuals to achieve greater functional independence.

1.8 To liaise with relevant professionals across health, social care, leisure, education and 3rd sector organisations in an appropriate and timely way, ensuring a comprehensive assessment and ‘joined up’ care for the child/young person and their family.

1.9 To provide written and verbal reports and assessments as required, monitoring the implementation of plans and outcomes for children, young people and their families.

1.10 To manage a varied complexity of cases and associated administrative tasks in an efficient and effective manner.

1.11 To assist the senior occupational therapist in the development of best practice and ensure shared understanding of occupational therapy within the team.

1.12 To undertake the education of student occupational therapists if educator qualification has been awarded.

2.0 Administration

2.1 To have an understanding of and follow social services administrative procedures and processes.

2.2 To produce high standard written documents and maintain accurate and timely case recording using the appropriate software as required.

3.0 Team Contribution

3.1 To attend team meetings and undertake any necessary and appropriate team duties and activities.

3.2 To contribute to departmental projects as directed.

4.0 Personal Contribution

4.1 To be an effective role model for other members of staff

4.2 Be committed to personal development and attend training as requested, including any mandatory training identified for this post. To seek relevant training opportunities and discuss within supervision.

4.3 Keep up to date with developments and research outcomes in occupational therapy to enable the delivery of best practice.

4.4 Attend workshops and equipment exhibitions to keep up to date with new products, their use and safety issues.

4.5 To be responsible for maintaining own state registration with Health and Care Professions Council (HCPC)

4.6 To undertake and maintain records of continuing professional development to meet registration requirements

4.7 To adhere to the Standards of conduct, performance and ethics as set down in HCPC guidance.

Qualifications and Experience
Degree or equivalent predecessor qualification in Occupational Therapy.
State registration with Health and care professions Council (HCPC)
All Wales Manual Handling Passport Training A-F certificate

**Supervisory Responsibilities**
To take an active role in the supervision of students.

**Supervision Received**
To receive supervision from the Senior Occupational Therapist in line with the Council’s supervision policy.

**Principal Contacts**
Children and their families/carers, occupational therapists, Disabled Children Team members, Health professionals, housing officers, education officers, GWICES (Gwent Wide Integrated Community Equipment Service) staff and Vision Products equipment store, leisure services and 3rd sector organisations.

**Special Conditions**

**Disclosure and Barring Service Disclosure**
This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
# Job Requirement

**Date**  
January 2016

**Post Title**  
Occupational therapist, Children and Families

**Service Area**  
Children and Families

## Education / Qualifications / Knowledge

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential (E) / Desirable (D)</th>
<th>How Tested (Application Form / Interview)</th>
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</thead>
<tbody>
<tr>
<td>1.1 Degree or equivalent predecessor qualification in Occupational Therapy</td>
<td>E</td>
<td>Application Form (S)</td>
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<td>1.2 State registration with HCPC</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>1.3 Knowledge of current, relevant legislation such as the Children Act 1989, Chronically Sick and Disabled Person’s Act 1970 – from April 2016 - Social Services and Well-Being (Wales) Act 2014</td>
<td>D</td>
<td>Interview</td>
</tr>
<tr>
<td>1.4 Demonstrate an understanding of the physical and emotional needs relating to children and young people who have a disability</td>
<td>E</td>
<td>Application Form (S) / Interview</td>
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<td>1.5 Demonstrate an understanding of children’s occupations and how disability or illness can affect these</td>
<td>E</td>
<td>Application Form (S) / Interview</td>
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<td>1.6 Demonstrate an understanding of adaptations and how they can improve well-being and function for children/young people and their families</td>
<td>D</td>
<td>Interview</td>
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</tbody>
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## Experience

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<tr>
<th>Requirement</th>
<th>Essential (E) / Desirable (D)</th>
<th>How Tested (Application Form / Interview)</th>
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<tbody>
<tr>
<td>2.1 Experience of working in a social care setting for children or young people with disabilities</td>
<td>D</td>
<td>Application Form / Interview</td>
</tr>
<tr>
<td>2.2 Have experience of environmental adaptations and their benefit on the child/young person and family members.</td>
<td>E</td>
<td>Application Form / (S) / Interview</td>
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<tr>
<td>2.3 Have experience of using equipment that can improve participation in daily living activities for children and young people</td>
<td>E</td>
<td>Application Form (S) / Interview</td>
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<td>2.4 Experience of using windows/Microsoft office packages</td>
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<td>Application Form (S)</td>
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<td>Aptitudes and Skills</td>
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<td>3.1</td>
<td>Be able to communicate effectively, verbally and in writing with colleagues, outside agencies and clients</td>
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<td>3.2</td>
<td>Be able to set priorities, demonstrate good organisational skills. Effectively manage time and work independently</td>
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<td>3.3</td>
<td>Be able to work and comply with policies, procedures and statutory regulations</td>
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<td>3.4</td>
<td>Be able to evaluate the physical, psychological and environmental factors which reduce a child/young person’s ability to participate in everyday activities</td>
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<td>3.5</td>
<td>To be able to clinically supervise student occupational therapists or pursue the training to enable student education</td>
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<td><strong>Personal Attributes</strong></td>
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<td>4.1</td>
<td>Understand and respect the principles of confidentiality</td>
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<td>4.2</td>
<td>Demonstrate a commitment to the development and improvement of own performance and maintain an up to date portfolio of continuing professional development</td>
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<td><strong>Circumstances</strong></td>
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<td><strong>Equal Opportunities</strong></td>
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<td>6.1</td>
<td>Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council.</td>
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