Job Description

Date           April 2015
Post Title     Community Occupational Therapist
Post No.       SCP 30 - 36/38
Grade          SCP 30 - 36/38
Section        Children
Service Area   Children and Family Services
Responsible To Senior Practitioner Occupational Therapist

Job Purpose

To assess the needs and eligibility of people who are physically disabled and their carers who may apply or be referred for assessment under the provision of The Chronically Sick and Disabled Persons Act 1970, the National Assistance Act 1948, relevant Health and Safety Legislation, Childrens Act 1989 and Housing Act 1986.

Key Results Areas

Duties of SCP 30 - 36

1.0 Service Provision

1.1 To perform all the functions of the post in a manner consistent with current legislation and with 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 manage a caseload and associated administrative tasks in an efficient and effective manner.

1.4 To engage and empower service users, their carers and their support networks and actively to elicit service user and carer feedback in order to ensure person centred interventions

1.5 To ensure that appropriate information is available for service users and carers

1.6 To carry out assessment of need regarding equipment provision (including hoists) for people who are physically disabled and their carers within their home and appropriate community services.

1.7 To liaise with the staff in Health Centres, Hospitals, Housing Services, Resource Centres and voluntary agencies, with the consent of individuals and their carers, to enable a comprehensive needs assessment to be undertaken

1.8 To carry out the assessment of need for adaptations for people who have physical, learning or developmental difficulties/disabilities.
1.10 To determine the extent of adaptations and structural alterations required at people’s homes in relation to their diagnosis and prognosis to enable suitable plans to be prepared by architects.

1.11 To assess, prescribe and provide equipment appropriate for children to undertake their activities of daily living and enable safe caring for parental cover.

12 To provide written and verbal reports as required and to assist in assessing and monitoring the implementation of plans and outcomes for service users.

1.13 To provide an advice and assessment as appropriate to respite services.

**Additional duties beyond SCP 36**

1.14 To manage a complex caseload and associated administrative tasks in an efficient and effective manner.

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

1.16 To support the professional development of newly qualified and qualified occupational therapists and undertake the workload management and practice assessment of students undertaking practice learning opportunities in the team.

1.17 To provide professional consultation to OT staff and students.

1.18 To participate in the planning and commissioning of service delivery as required and monitor and review service delivery.

1.19 To promote the involvement of service users and their carers in care planning and service development.

**2.0 Administration**

2.1 To have an understanding of and follow Social Services administrative procedures and processes.

2.2 To provide a quality standard of report and to maintain accurate 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.

3.3 To support the professional development of newly qualified occupational therapists and occupational therapy students as appropriate.

**4.0 Personal Contribution**

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

4.2.1 Be committed to personal development and attend training as requested including any mandatory training identified for this post.

4.3.1 Keep up to date with developments and research outcomes in Occupational Therapy to enable the delivery of best practice.

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

4.5 To be responsible for maintaining own State Registration as an Occupational Therapist.
To undertake and maintain accurate records of continuing professional development to meet registration requirements

**Qualifications and Experience**

Diploma of the College of Occupational Therapists or degree equivalent
Registration as an Occupational Therapist
Certificated Manual Handling Course [All Wales Passport compliant]

See competency framework document for progression beyond SCP 36

**Supervisory Responsibilities**

To participate, where appropriate, in the supervision of students

**Supervision Received**

To receive supervision from the Team Manager or Senior Practitioner in line with the Supervision Policy

**Principal Contacts**

OTs and social workers
Service Users and Carers
Other Health Professionals
External social care agencies

**Special Conditions**

From time to time, variations in terms and conditions of employment will result from negotiations and collective agreements within the recognised trade unions.

**Disclosure and Barring Service**

This post will result in you having 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 check. Further information about Disclosure and Barring Services 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.
## Education/Qualifications/Knowledge

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Diploma of the college Occupational Therapists or Degree equivalent and to be state registered.</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>1.2 To be a state registered OT</td>
<td>E</td>
<td>Application Form (S)</td>
</tr>
<tr>
<td>1.3 Knowledge of the principles of the National Health Service and Community Care Act 1990, National Assistance Act 1948, Chronically Sick and Disabled Persons Act 1970.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
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## Experience

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<tr>
<td>2.1 Demonstrate understanding of the physical and emotional needs relating to medical conditions.</td>
<td>E</td>
<td>Interview</td>
</tr>
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<td>2.2 Have experience of assessment of need in relation to minor and major adaptions.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
</tr>
<tr>
<td>2.3 Have experience of the daily living appliances that would resource identified need.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
</tr>
<tr>
<td>2.4 Progression beyond SCP 36 will be determined by an assessment of practice and evidence of continuous professional development (see competency framework)</td>
<td>E</td>
<td>Portfolio of Evidence and Interview</td>
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<tr>
<td>2.5 Experience of using Windows / Microsoft Office packages.</td>
<td>E</td>
<td>Interview</td>
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## Aptitudes and Skills

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<tbody>
<tr>
<td>3.1 Be able to communicate effectively, verbally and in writing with colleagues, outside agencies and clients to improve local service provision and achieve results.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
</tr>
<tr>
<td>3.2 Be able to set priorities, demonstrate good organisational skills. Effectively manage time and work independently.</td>
<td>E</td>
<td>Exercise/Interview</td>
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</table>
3.3 Be able to work and comply with policies, procedures and statutory regulations.

3.4 Be able to evaluate the physical, psychological and environmental factors which reduce a person's ability to participate in every day activities.

3.5 Be able to promote, achieve and maintain balance in daily living tasks and the roles of personal and domestic care, leisure and productivity.

3.6 To be able to pursue the necessary training to clinically supervise student Occupational Therapists and to be part of the training programme for professional staff in this and other agencies.

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**Personal Attributes**

4.1 Understand and respect the principles of confidentiality.

4.2 Demonstrate a commitment to the development and improvement of own performance.

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**Circumstances**

5.1 State Registered with the Council for Professionals Supplementary to Medicine.

5.2 Welsh speaking.

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**Equal Opportunities**

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council.