

Grading

Job Description and Employee Specification

<u>Job title:</u> Occupational Therapist - DFG (Disabled Facilities Grant)	<u>Service area:</u> Adults & Health
<u>Post number:</u>	<u>Division:</u> Early Help & Prevention
<u>Grade:</u> Grade 9	<u>Section/team:</u> Occupational Therapy
<u>Overall purpose of job:</u> To provide a professional and personalised occupational therapy service for adults, their families and carers, predominantly within the scope of activities relating to the disabled facilities grant, in line with the requirements of the Care Act and the ethos of the council's Community First agenda.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> <ol style="list-style-type: none"> 1. Conduct Disabled Facilities Grant assessments of need to maximise and promote independence ensuring people receive the right help at the right time, tailored to their needs at that particular point. 2. Ensure the proactive and appropriate positive management of risk with adults and their carers and families, both directly and through provision of professional oversight to others. 3. Supervisory responsibility for staff within the service. 4. Initiate reviews and audits, which include a range of stakeholders, to measure best outcomes for individuals and adapt approaches and support as required and to meet the persons changing needs. 5. Maintain knowledge of evidence-based research and new developments in Therapy Services, disseminate and apply this as appropriate. 6. Provide a strong professional role, and at times provide direct coaching and mentoring to back care advisor and others, in order to support the achievement of strategic, operational and personal development objectives. 7. Support and develop competencies of low-level prescribers. 8. Support the budget management and identifying any risks associated with the service, including monitoring and reporting in line with Council procedures. 9. Work within the Disabled Facilities Grant process with external partners 	

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10. Provide professional support, information, guidance and advice to a range of stakeholders with a focus on how needs can be partly or wholly met by universal and other non-care services.

11. Develop and deliver audience appropriate training.

Knowledge, skills and experience:

- A recognised therapy qualification and registration with the HCPC.
- Evidence of continuous professional development.
- Experience and knowledge of working with Disabled Facilities Grants.
- Supervisory skills
- Experience of multi-agency partnership working and ability to develop new partnerships.
- Experience in managing a range of assessment systems.
- Experience of analysing complex information and data and preparing reports for a range of audiences.
- Budget management skills.
- Experience of developing and delivering training.
- Good knowledge and understanding of the Care Act and other relevant legislation and White Papers that underpin the way we work.
- Good knowledge of the Mental Capacity Act and Deprivation of Liberty and their implications on service delivery/individual cases.
- Ability to work to agreed deadlines.
- A good understanding in all aspects of safeguarding.
- Excellent verbal and written communication skills including the ability to negotiate and influence.
- Full understanding of the Caldicott/GDPR implications and how this can be monitored and maintained.
- Appropriate understanding of risk management.
- A good understanding of national and local carers strategies.
- Good level of IT skills and understanding of IT systems.
- A high level of personal drive and commitment to excellent customer care.

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- Positive role model, demonstrating resilience and tenacity.
- Ability to transport self around North Lincolnshire in a timely manner.

Creativity and innovation:

- Developing innovative ways to meet the needs of individuals and their circle of support.
- Utilisation of a range of evolving innovations in technology and equipment
- Seek alternatives to unresolved practice issues through innovative problem solving.
- Contributes to developing innovative solutions to develop person centred support solutions, encouraging managed risk taking.
- To develop and deliver presentations and training materials to diverse audiences.

Contacts and relationships:

Within this role there are a wide range of internal and external contacts that are made on a daily basis. Due to the nature of work within the adult social care arena, the need to work in partnership with a number of partner organisations with differing priorities, and in the provision of appropriate occupational therapy services, matters can be complex and contentious in nature.

- Daily - Works directly with adults with care and support needs, their families and carers in the undertaking of assessments and the provision of occupational therapy services which are timely, person centred and support individuals to be maintain independence and stay safe and well in their own homes.
- Daily - Maintain, develop and promote excellent working relationships with social and health care agencies, statutory, voluntary and independent sector partners an stakeholders, which can often involve contentious issues and require a high level of negotiation skills.
- Daily - Provide guidance and support across organisational and professional boundaries including health and social care.
- Daily - Promote the work of the service seeking to influence partners in order to deliver collaborative and innovative services and support.
- Daily - Promotes public image with all agencies, staff and the community.
- Provide professional support and guidance to the Back Care Lead employed within the wider service.

Decision making:

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- Advises on case issues, providing coaching and mentoring for other professionals as appropriate.
- Identifies analyses and manages risk in relation to service delivery, finances, safety and quality and advises senior managers accordingly.
- Contributes to the strategic direction of services.
- Accountable for performance of individuals and services.
- Responsible for monitoring and developing competencies of low-level prescribers.
- Responsible for ensuring that all stakeholders have appropriate information, including that, which will influence commissioning, safeguarding and partnership arrangements.
- Responsible for case management and decisions, which may affect service provision and impact upon clients, families, and services. Establishes the level of support, which may be delivered.
- Make decisions, which may affect the lives and experiences of the customer, their families and others in and out of office hours, including responses.
- Uses professional knowledge to develop and implement strategies which support effective therapy services across the service area.

Responsibility for resources:

- Sole responsibility for laptop and mobile phone when away from base with an approximate value of £650
- Will be away from base in excess of 50% of time to attend meetings, undertake assessments, deliver training and similar.

WORK ENVIRONMENT

Work demands:

- Work demands are highly varied in nature and are frequently subject to conflicting deadlines and priorities. Issues arising are unpredictable and often require immediate intervention. Such matters have to be dealt with alongside service demands and other work priorities.

Physical demands:

- Some bending, stretching, crouching etc when training staff, working with the Back Care Lead, and demonstrating equipment and therapy techniques.

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Working conditions:

- Work will be carried out in an office environment but does require the post holder to visit various locations as need arises. Some work is undertaken in the home of service users where conditions may be disagreeable. Hybrid and agile working is in place across the authority and with some of our partner agencies.

Work context:

- Potential risk of verbal and/or physical aggression when undertaking direct work with individuals and when liaising with their circle of care.

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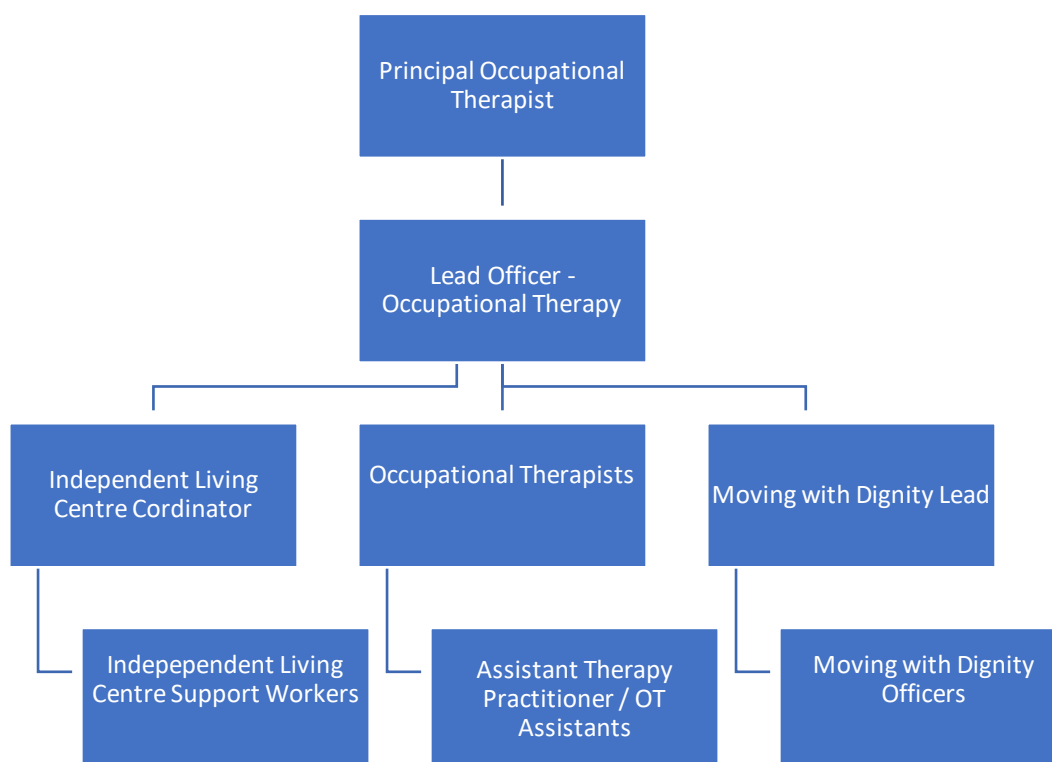
Position in organisation:

Indicate how many staff the post is directly accountable for: 1

Are posts in more than one location? **No**

Are the posts managed highly mobile? **Yes**

Is the supervision/management shared with another post in the structure? **No**



Job Description Version Control

Date evaluated	26/05/2023
Date updated	17/08/2023
Updated by (manager name)	Tracey Ward
Checked by (HR name)	Krista Kempson

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> • Experience and knowledge of working with Disabled Facilities Grants. • Experience of multi-agency partnership working and ability to develop new partnerships. • Experience in managing a range of assessment systems. • Experience of analysing complex information and data and preparing reports for a range of audiences. • Experience of developing and delivering training. • Good knowledge and understanding of the Care Act and other relevant legislation and White Papers that underpin the way we work. • Good knowledge of the Mental Capacity Act and Deprivation of Liberty and their implications on service delivery/individual cases. • Appropriate understanding of risk management. 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> • Good level of IT skills and understanding of IT systems. • Supervisory skills • Budget management skills. • Ability to work to agreed deadlines. • A good understanding in all aspects of safeguarding. • Excellent verbal and written communication skills including the ability to negotiate and influence. • Full understanding of the Caldicott/GDPR implications and how this can be monitored and maintained. • A high level of personal drive and commitment to excellent customer care. • Positive role model, demonstrating resilience and tenacity. 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> • A recognised therapy qualification and registration with the HCPC. • Evidence of continuous professional development. 	
Working Arrangements	Interview

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- Ability to transport self around North Lincolnshire in a timely manner.

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
•	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Political restriction	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The ability to speak fluent English under the Immigration Act 2016	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021