



Role Profile

Job title:	(Qualified) Community Occupational Therapist
Role Profile reference:	SO3483 v2
Grade:	N
Date:	September 2020
Reports to:	Team Manager/Senior Practitioner
Directorate:	Adult Social Care
Team:	Assessment and Review Team

Job Purpose:

To assess the occupational and functional needs of disabled people in their own home and take appropriate action to enable, influence and motivate them to live as independently as possible in the community, with due regard to statutory requirements, departmental policy, quality of life, good professional practice and budgetary factors.

To uphold standards of practice for Occupational Therapists as defined by the Health and Care Professions Council (HCPC) and in accordance with the Royal College of Occupational Therapists (RCOT).

Occupational Therapists are expected to practice effectively, exercising quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding, they expect and anticipate, but do not pre-judge, the issues that may develop. They have greater confidence and independence (whilst accessing support when needed), and use their initiative to broaden their repertoire of responses, are familiar with local resource networks and are recognised by peers as a source of reliable knowledge and advice.

Key Accountabilities:

- To undertake occupational therapy assessments with adults with disabilities. To plan for the provision of support and/or services with adults in order to assist them

meet their outcomes and to live as independently as possible fulfilling their individual potential. This could include people with Learning Disabilities, Autism, Physical and Mental Health disabilities.

- To support carers to continue in their role.
- To deliver this service in accordance with the statutory responsibilities as set out within social care and housing legislation and Swindon Borough Council policies and procedures.
- Undertake strengths based occupational therapy assessments (including assessment of mental capacity where appropriate) using your professional judgement to adapt your approach to the individual needs of the person.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- Manage a busy caseload with some moderately complex cases; access support and guidance for the management of complex and challenging cases. Be able to prioritise work according to the individual's and service needs.
- Gather sufficient information about referred adults in order to be able to accurately assess their needs against duties under the Care Act, Manual handling and Housing legislation.
- Plan for the provision of support and/or services, focusing on adults undertaking occupations and encouraging independence.
- Develop an understanding of risk assessment and positive risk taking. Work with the person and others as appropriate to manage risk and record actions and strategies agreed.
- Undertake moving and handling risk assessments, using your expertise to record the recommendations in a format appropriate to the person's and/or carer's needs. Monitoring and evaluating risk and sharing information with the relevant parties including demonstration of recommended techniques.
- Assess for and recommend minor and major adaptations in accordance with the Care Act and Housing legislation and guidance to enable accessible environments for disabled adults.
- Record all occupational therapy contacts accurately, and in a timely way, onto the social care records in accordance with work targets set by the Team Manager and Supervisor.
- Understand and utilise universally available services within the voluntary and community sector, as well as maintaining knowledge of services commissioned by the Council to support effective provision of information to adults and their families.
- Take active responsibility for your own continuing professional development including attendance at statutory and non statutory training and participation in development opportunities.
- Fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Provide professional, advice and support to non-professionally qualified staff and ensure that any practice and other concerns are communicated with line managers.
- Contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services

- To have a well-developed understanding of assessment, support planning and the management of risks for individuals and to be able to apply Swindon Borough Council policy and support people to manage risk appropriately. To identify where adults may be at risk and to act in accordance with safeguarding policies and procedures.
- To undertake the role of Investigating Officer, including Section 42 (Care Act) enquiries and multi-agency working in accordance with Swindon multi-agency policies and procedures for safeguarding adults, including gathering and analysing complex information and associated risks, and making recommendations in relation to Adult Protection Plans.
- Establish and maintain good working relationships and carry out joint visits and assessments with other professionals e.g. Health Therapists, Housing officers, surveyors, contractors etc. Seek advice from and refer to other disciplines as appropriate.
- Ensure that Council Policies and Procedures are followed at all times.
- Be an ambassador for the Council and the service at all times, always representing the Council positively, professionally and appropriately at meetings with customers, external partners and agencies.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, voluntary sector organisations and others to provide coordinated support for individuals and / or carers.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthen relationships between members of that community and build social capital.
- Operate within defined budgets for social care.

Safeguarding

For all roles within Adult Social Services. Swindon Borough Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

Knowledge and Experience:

- Professional Qualification in Occupational Therapy (Degree or Diploma)
- Registered with the HCPC as an Occupational Therapist.
- Experience of working with adults.
- Knowledge and understanding of Health & Social care legislation, systems, work practices, professional guidelines and wider policy context.

- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments involving challenging client groups and situations with support as required.
- A self-starter, well organised person who is passionate about delivery of high quality person-centric services.
- Ability to write clear, complex and accurate reports.
- Excellent IT skills - ability to utilise a range of computerised and electronic social care record software including Word, Excel, E-mail
- Ability to plan, manage, prioritise workloads, demonstrating good time management skills.
- Ability to deliver training and have good presentational skills.
- Knowledge of financial assessment processes.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).

Decision Making:

- Using general guidelines and utilising a wide range of relevant information, make evidence based decisions where advice is not readily available.
- Assess the options and take appropriate action, where only general guidelines exist.
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and as a consequence can result in improved services.
- Understand that the consequences of the decisions will have a material effect on the service.
- Conduct assessments of individuals' circumstances and issues to determine intervention or referral to the appropriate service.
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans.
- Ability to exercise judgement and initiative in carrying out assessments, including ability to recognise own limitations and seek guidance where appropriate.

Creativity and Innovation:

- Work on own initiative to manage own activities and contribute to longer term activities / plans.
- Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues.
- Identify areas where improvements could be made within own role.
- Use independent analysis and judgement to apply knowledge of systems, procedures and best practice and in assessing risk to individuals or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results.

- Plan and implement interventions and actions for allocated cases. Monitor and review cases and undertake less complex casework.
- Assist in more complex cases under supervision, or where appropriate shadowing more experienced colleagues.

Job Scope:

No direct management of others.
Will provide advice, guidance and support to colleagues.

Budget and resources:

Responsible for ordering non-stock specialist equipment to the value of £500 from outside suppliers and all stock items from Swindon Community Equipment Stores.

Make recommendations for complex minor and major adaptations which are authorised by others.

Contacts and Relationships:

- Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people, will be dealing with challenging situations where influence could be required.
- Contacts will include: Colleagues, senior managers, partners, Individuals, members of the public and stakeholders.

Values and Behaviours:

We strive to underpin our culture of being At our Best through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role:

Please add the names of the employee(s) that do the job and their line manager.

Employee:	Employee name:
Date:	
Line Manager:	Line Manager name:
Date:	