

<b>Job Title:</b> Occupational Therapist	<b>Role Profile Number:</b> PCDN123
<b>Grade:</b> Q	<b>Date Prepared:</b> September 2021
<b>Directorate/Group:</b> Adult Social Care	<b>Reporting to:</b> Assistant Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- To assess the occupational and functional needs of people with disabilities 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 provide support for appropriate Occupational Therapy and Social Care colleagues.
- To screen incoming referrals to Occupational Therapy. Offering specialist advice, issuing equipment and minor adaptations remotely, demonstrating and using good knowledge of the field and relevant services available in Swindon. To prioritise cases to place on appropriate waiting lists.
- 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 Therapist:**

Occupational Therapists will work within all 4 key Pillars of Practice as set out by the Royal College of Occupational Therapists – Professional Practice, Facilitation of Learning, Leadership and Evidence, Research & Development  
*RCOT Career Development Framework: Guiding principles for Occupational Therapy Second Edition. 2021*

### **Professional Practice**

Practitioners will work autonomously and as part of a team, supporting to develop new ways of working for the benefit of those who access services, their families and their carers. Practitioners will aim to demonstrate effective communication skills, including active listening, negotiation, managing sensitive information and justifying own viewpoint. Whilst

also, continuously exercising professional judgement to manage risk, including positive risk-taking.

### **Facilitation of Learning**

Practitioners will identify and respond appropriately to their learning needs through proactive participation in regular professional supervision/mentoring and reflective practice.

To receive and give constructive feedback and to learn from and with each other.

### **Leadership**

Practitioners will aim to role-model the importance of self-awareness, emotional intelligence and resilience, and engage in courageous conversations when advocating for self and others.

Aim to collaborate and develop partnerships with others within and across organisational and agency boundaries, including local community groups and charities, to promote health and wellbeing using occupation.

### **Evidence, research and development**

Practitioners will contribute as required to research, quality improvement and/or service evaluation projects.

### **Key Accountabilities**

- Manage a varied caseload, using person centred practice principles to assess, implement and review Occupational Therapy intervention whilst managing time and resources effectively within complex and changing systems.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- Promote, develop and model high quality occupational therapy practice including working within statutory responsibilities, evidence based practice and comply with professional standards required by the Health and Care Professions Council.
- With support, ability to manage and resolve complex and high-risk situations using negotiations and diplomacy, involving individuals, their families, or staff groups. Where these fail pass to senior members of staff.
- 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.

- To be competent in moving and positioning assessments and have good knowledge of seating solutions to enable the person to maintain their independence and safety at home.
- Support formal and informal carers, including providing training on moving and handling equipment to provide them with invaluable skills. Understanding and reacting appropriately to avoid carer breakdown.
- 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.
- To contribute to local knowledge (within the team and the service) about universally available services, specialist equipment and adaptations to improve knowledge within the team.
- Fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Work in collaborative partnerships with colleagues from the council, health and other stakeholders within the voluntary and community sector which promote well-being, social inclusion and resilience.
- Implement practices that promote participation, inclusivity and the rights of people who access occupational therapy services, their families and their carers in line with their choices, and support others to do so. Demonstrate a continuing commitment to anti-discriminatory and oppressive practice.
- Operate within defined budgets for social care with some authorisation capabilities within a fixed and agreed monetary range.
- Participate in meetings of internal / external partners and other agencies, Best Interest decisions, Case conferences, Discussions on Adaptations, Team meetings etc.
- Promote safeguarding within the team in line with Swindon policy and procedures for safeguarding adults. Perform Investigating Officer role including Section 42 (Care Act) enquiries, as required, usually in complex and / or multiagency working situations as appropriate.

### **Supplementary Accountabilities**

- Able to demonstrate independent critical judgement, to problem solve in complex and unpredictable situations and to effectively manage conflict with support as appropriate.
- Working with adults with a variety of needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, physical and mental health disabilities.
- Able to communicate effectively with people at all levels with positive and person-centred approaches, including via written reports.
- To receive and give constructive feedback and to learn from and with each other.

### **Safeguarding**

- For all roles within Adult Social Services. Swindon 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 & Experience**

- Demonstrate some knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the field in the area of specialism.
- Evidence of professional development.
- Develop knowledge of social care legislation and policy as it relates to occupational therapists and the wider social care team, including mental capacity and safeguarding adults and ability to undertake consultation role for case holding Occupational Therapists.
- Excellent ICT skills including use of Microsoft applications and specialist systems.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Planning and workload management skills.
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex individual assessments.
- Experience of using professional knowledge to work within referral systems according to established criteria.
- Proven ability to work with challenging individual groups and situations.
- Knowledge of relevant financial assessment processes.
- Excellent interpersonal and communication skills.
- Accurate record keeping and report writing.
- Good presentational skills.
- Proven organisational skills including the ability to work under pressure, prioritise your caseload and meet deadlines.
- Good understanding and proven ability to use database information systems.
- Takes responsibility for own professional development and commitment to evidenced based practice, including ability to reflect on own strengths and practice/knowledge gaps.
- Proven skills in safe practice techniques and ability to work to risk assessments.
- 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).

### **Qualifications**

- Professional Qualification in Occupational Therapy (Degree or Diploma).
- Registered with the HCPC as an Occupational Therapist.

### **Decision Making**

- Demonstrate professional autonomy and effective decision making in managing a varied caseload.
- Management of own time effectively and prioritisation of own workload tasks.
- Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.
- Conduct statutory and / or specialist assessments of individuals' circumstances and issues to determine intervention / referral to the appropriate service.
- Participate in multi-agency working to inform assessment and care planning in order to make a positive difference to adults and their families in complex situations.

### **Creativity and Innovation**

- Creative engagement in a person centred manner to enable problem solving and Care planning to promote the independence of service users and carers and maximise the outcomes achieved from appropriate resources by creative problem-solving and care planning.
- Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.
- Provide professional advice regarding assessments or referrals, ensuring interventions are timely and cost effective.
- Manage a varied caseload within a framework of policy and procedures – subject to managerial control and review of results.
- Participate in the provision of training activities which support knowledge sharing both internally and externally, where appropriate.
- Offer innovative advice and demonstration of specialist equipment to individuals.
- Following moving and handling risk assessments seek innovative solutions to support person-centred practice and achieve best value.
- In collaboration with the person and their family, and where necessary the surveyor, design creative solutions to meet the person's needs in relation to major adaptations whilst maintaining relevant legislation and budgetary awareness.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Support to colleagues as necessary.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility</b></p>	<p>No</p> <p>Responsible for ordering non-stock specialist equipment within a fixed and agreed budget from outside suppliers and all stock items from Swindon Community Equipment Stores.</p>
---	---	---

## Contacts and Relationships

- Provide 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.
- Develop and sustain excellent working relationships with service users, carers, families, and others directly involved with the service user and members of the general public.
- In particular to maintain excellent working practices with internal and external organisations including, but not limited to, Adult Social Care, Environmental Services, Swindon Community Equipment Services, Housing colleagues and NHS Occupational Therapy colleagues.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	