



Role Profile

Job Title: Occupational Therapist – Children’s Services	Grade/ Level: Q	Post Number: SO1318
Directorate: Children, Families & Community Health	Job Family: Social & Caring	Date Prepared: July 2009

Role reports to: Specialist Community Health Services Manager

Job Purpose:

To manage a varied caseload of children and young people with a disability. To carry out an assessment of need and to determine the most appropriate method of meeting need through advice, provision of equipment, or adaptation to the home, with the aim of increasing independence and/or reducing risk.

Key Accountabilities:

1. To assess children and young people to determine their needs, considering the needs of carers, and to devise appropriate ‘best value’ action plans to promote independence or to reduce risk.
2. To arrange for provision of equipment and/or minor adaptations to meet identified need, in accordance with the Swindon Community Equipment & Adaptation Guidelines and Paediatric Therapist Competency Framework, and to demonstrate its correct use to parents/carers.
3. To identify when a major adaptation is required to the family home, to advise families on the adaptation process, and to liaise with the relevant professionals eg Grants Officer, surveyor, architect, builder to ensure that the proposed adaptations meet need and are best value. To ensure that the finished adaptation is fit for purpose.
4. To assess the needs of children & young people being placed with foster carers, including short term breaks, to assess the suitability of a potential property, and to provide equipment and advice as appropriate.
5. To maintain accurate records, including the use of case notes, assessments, risk assessments, care plans and reviews on the electronic database.
6. To complete risk assessments as appropriate, and report concerns to Supervisor/Team Manager.
7. To participate in joint working, attending meetings, liaising with a range of other professionals regarding the needs of children/young people on designated caseload, and to refer to other professionals as appropriate.
8. To identify concerns regarding safeguarding children, follow the South West Child Protection Procedures, and contribute to the Child Protection process as required.
9. To delegate appropriate work to the Occupational Therapy Assistant, providing guidance as required, and to provide supervision to OTA if required.
10. To provide OT Student placements within the team.
11. To contribute to service development and projects as required.

Supplementary Accountabilities:

1. Because of the nature of the work and in accordance with the demands of the service, he/she will be required to occasionally work outside of normal office hours, for which time off in lieu should be taken at a time agreed with the Team Manager.
2. This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered to reflect the changing needs of the Directorate, always in conjunction with the post holder.

Job Scope: May supervise OT and/or OTA depending on current structure of team members.

Job Scope: Prescription of equipment from ICES

Budget: None

Assets: As above

Knowledge and Experience

- Degree or diploma in Occupational Therapy
- Registered with the Health Professions Council
- Full driver's licence and access to a car for use at work, or equivalent mobility
- Previous work experience as an OT in Children's Social Care.
- Experience of effective joint working with a range of other professionals and agencies.
- Experience of working through major adaptations from recommendation to completion of works.
- Experience of identifying the need for specialist, complex equipment and arranging such provision.
- Good working knowledge of the legislation underpinning the provision of Occupational Therapy services to children & young people within a social care setting.
- Good understanding of safeguarding children and young people.
- Good understanding of the difficulties and implications associated with disability and illness in children.

Decision Making:

- Effective analytical and assessment skills.
- Ability to develop appropriate plan to meet identified needs in line with Occupational Therapy procedures, and relevant legislation.
- Prescription of equipment and adaptations.
- Ability to recognise risk, carry out risk assessments and implement action to reduce risk.
- Ability to work flexibly and to manage workload and time effectively.

Contacts and Relationships:

- Ability to work as a team member in a multidisciplinary setting, knowing the roles of other professionals and referring as appropriate.
- Ability to establish working relationships with children, young people and their families/carers, throughout assessment and intervention process.
- Ability to write accurate OT Assessment reports.
- Ability to write accurate recommendations specifying the requirements of an adaptation.
- Good verbal communication skills in 1:1 and group settings to explain reasoning to children, young people, parents, carers and professionals.

Creativity and Innovation:

- Ability to read architect's plans, and to think creatively to suggest amendments
- Good problem solving skills in order to meet and identified in need in the most cost effective way.
- To participate in Occupational Therapy Development meetings in order to continually review and improve the service provided.

Emotional Demands of the job:

Working with children and young people who have a disability and/or medical condition. Some children will have life limiting conditions, be at risk of abuse, or live in deprived environments.

Job Specific Competencies

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

In accordance with the provisions of the Health and Safety at Work etc Act 1974 and the Management of Health & Safety Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

This post is subject to a DBS disclosure, which will be carried out if your application is successful.

Features of the role:

- The role is based within the Paediatric Therapy Team at the Salt Way Centre.
- Involves lone working - visits to children, young people and their families in their own homes.
- Involves site visits to properties undergoing structural adaptations.
- Involves some carrying and setting up of specialist equipment.
- Use of VDU equipment/computers.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: