

## **DARLINGTON BOROUGH COUNCIL**

### **CHILDRENS AND ADULTS SERVICES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Occupational Therapist</b>
<b><u>PAY BAND :</u></b>	<b>Band 9-10</b>
	<b>Appointment to Band 10 is subject to meeting the DBC progression criteria</b>
<b><u>JOB EVALUATION NO.</u></b>	
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Team Manager – Occupational Therapy Team</b>
<b><u>JOB PURPOSE :</u></b>	<b>The post holder will work within a team of other Occupational Therapists and OT Assistants to ensure the delivery of services to people with a physical disability in the Darlington area. You will have access to the expertise of a wide range of other personnel in the Department and may be required to oversee the work of ancillary staff who are carrying out tasks on your behalf.</b>
<b><u>POST NO.</u></b>	<b>POS007100</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

#### **MAIN DUTIES/RESPONSIBILITIES**

1. Completing complex functional assessments of need in respect of an individual's safety and independence within their home environment.
2. As part of the assessment to include the views of potential users and obtain contributions to that assessment from other personnel and/or other agencies. To encourage the participation of users and carers and ensure that their views are taken fully into account.
3. To be able to carry out manual handling risk assessments.
4. To be able to undertake children and adult assessments.
5. Development of support plans / programmes to promote optimum functional ability.
6. Recommendations of appropriate provision (primarily disability equipment and adaptations) to meet assessed needs.
7. To be able to recommend large scale alterations such as ground floor extensions.
8. To define service requirements and design individually tailored OT intervention of care to meet assessed needs, taking into account the views of users and carers and agreeing any areas of risk with them.
9. To negotiate the provision of services in the most cost effective manner and ensure they meet service principles, objectives and specifications. To make imaginative use of

community resources and stimulate the development of local services.

10. To review the achievement of support plan objectives, re-assess needs, revise the support plan / redefine service requirements accordingly and ensure value for money.
11. To maintain published standards for the delivery of an OT service and assessment, to notify providers and quality controllers about deficiencies in the standard of service and to inform service planners about unmet need and gaps and shortfall in provision.
12. To ensure that records and user information are maintained, using new technology in accordance with the agreed data entry system whenever appropriate, to produce reports for management staff when requested and to contribute to other departmental administrative requirements as necessary.
13. To be involved in the monitoring / reviewing of complex cases.
14. Partnership working with Housing, Health, Home Improvement Agencies and other relevant statutory and independent sector partners.
15. To take a pro-active approach to supervision and personal development.
16. To actively participate in the development of the Occupational Therapy service and general services to people with a physical disability in response to local and central government agendas.
17. To actively participate in CPD for both self-development and the development of other team members.
18. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
19. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
20. Carry out your role in line with the Council's Equality agenda.
21. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
22. Any other duties of a similar nature related to this post that may be required from time-to-time.
23. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
25. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

**Date: October 2019**

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**CHILDRENS AND ADULTS SERVICES**

**OCCUPATIONAL THERAPIST**

**POST NO. POS007100**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	<b>Qualifications &amp; Education</b>		
1	Professional Diploma or Degree in Occupational Therapy	E	
2	To be a State Registered Occupational Therapist via the Health and Care Professions Council.	E	
3	Management qualification or post-graduate training relevant to particular specialism	E	
	<b>Experience &amp; Knowledge</b>		
4	Knowledge and experience of the organisation and structure within the NHS and Adult Social Care, recent or impending changes	E	
5	<b>Band 9:</b> At least one year's post qualification experience in either Health or Social Care setting, with knowledge and experience of fitting a range of disability equipment	E	
6	Knowledge and experience of working with the specific client group serviced by the team	E	
7	<b>Band 10:</b> To have a minimum of 3 years' experience working within Adult Social Services with a range of experience across both equipment and large scale adaptations	E	
8	<b>Band 10:</b> To have a minimum of 3 years' experience of working with both adults and children and being able to provide complex support plans	E	
9	<b>Band 10:</b> To have a minimum of 3 years' experience and knowledge of moving and handling cases	E	
10	Experience of working in a multi-disciplinary or multi-agency environment	E	
11	Knowledge and Experience of the Disabled Facility Grants		D
	<b>Skills</b>		
12	Ability to form relationships with users and carers	E	
13	Ability to carry out assessments and care planning	E	
14	Ability to be able to plan, monitor and review work	E	
15	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports) Ability to carry out specific therapeutic skills	E	
16	Ability to organise and priorities own work priorities with minimum supervision	E	
17	Ability to be able to work in a flexible manner	E	
	<b>Personal Attributes</b>		
18	Confident and positive approach	E	
	<b>Special Requirements</b>		
19	Capable of independent travel to carry out the requirements of the post	E	
20	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	

