 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b> Adults & Health		<b>Service Area:</b> Early Intervention & Prevention	
<b>JOB TITLE:</b> Occupational Therapist			
<b>GRADE:</b> J-K			
<b>REPORTING TO:</b> Team Manager (Occupational Therapy)			
<b>1.</b>	<b>JOB SUMMARY:</b>  To undertake complex functional assessments for adults with a wide range of disabilities. Recommend equipment, adaptations and therapeutic interventions to maximise independence and safety at home and/or their community environments.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	Carry out complex functional assessments of adults with a wide range of disabilities with regard to their daily living needs and home and community environments	
	2	Recommend and arrange provision of equipment and home environmental adaptations	
	3	Carry out moving and handling risk assessments and arrange provision of moving and handling equipment	
	4	Recommend and plan appropriate therapeutic interventions to enable clients to remain at home for as long as possible and maintain/improve their functional abilities	
	5	Provide advice and education to residential and day care staff on equipment, adaptations, and therapeutic interventions required to support adults with day to day activities	
	6	Undertake Blue Badge, Buss Pass assessments and, if required, assessment with the local Prison facility	
	7	Navigate clients within the infrastructure of local voluntary and independent sector services	
	8	Liaise with relevant professionals and partner organisations	
	9	Undertake professional development activities as necessary to meet the challenges of this role and participate in the delivery of continuing professional development	
	10	Supervise Occupational Therapy Assistants/Therapy Support staff	
	11	Provide student education and mentorship during fieldwork placements	
	12	Take a lead role in the development of the Occupational Therapy services	

	13	Work closely with Private Sector Housing, Housing Improvement Agency, and Tees Community Equipment Services regarding provision of adaptations and equipment.
	14	Work closely with the hospital discharge teams, in-patient community based short term rehabilitation ward, Multi-disciplinary Service (MDS), Community Integrated Assessment Team (CIAT), and other local health and social care services. This may involve undertaking work for the MDS, CIAT, Hospital Discharge Teams, and Community Rehabilitation Unit
	15	Work as a part of the multidisciplinary team involved with your clients
	16	Maintain excellent record keeping on the existing client data base
	17	Record and monitor clinical outcome measures
	18	Stay informed of new developments in adult services, relevant legislation, and departmental policies
	19	Enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation
	20	Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements
	21	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	22	Undertake such other duties and responsibilities commensurate with the grading of the post
	23	Ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
		Stockton on Tees Social Services Department is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.


**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Krasen Saltikov		14/05/2021
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated 30/07/2018 2018**



## PERSON SPECIFICATION

Job Title/Grade	Occupational Therapist Grade K	
Directorate / Service Area	Adults & Health	
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Degree or Diploma Occupational Therapy Qualification  Current HCPC registration  Practice Educators Training  Staff supervision Training	Project Management     Microsoft Excel	Application form
Experience	Minimum of 5 years post qualification experience as an Occupational Therapist of working with disabled adults	Experience of working in a Social care setting  Experience in service development projects	Application / Interview

	<p>Knowledge of roles and responsibilities of Occupational Therapists in the community</p> <p>Experience of moving and handling and risk assessment</p> <p>Experience of functional assessments in clients' homes and community settings</p> <p>Working knowledge of disability equipment and home environmental adaptations</p> <p>Experience of working in the community</p> <p>Knowledge of current legislation</p> <p>Experience of working in teams as well as autonomously</p> <p>Experience in multidisciplinary working</p> <p>Supervision of therapy support staff</p> <p>Delivering student education during fieldwork placement</p>		
Knowledge & Skills	<p>Ability to plan and prioritise a busy case load</p>		

	<p>Research new developments in occupational therapy and take part in continued professional development activities</p> <p>Ability to undertake functional assessments of adults with disabilities</p> <p>Ability to work within the multi-disciplinary environment of a Social Care setting and key partners</p> <p>Ability to supervise Therapy Assistant/Support Staff</p> <p>Ability to deliver student education during fieldwork placement</p> <p>High level of inter-personal skills.</p> <p>Excellent communication skills, both written and verbal</p> <p>Advanced level of IT skills and use of Microsoft Office package (excel, outlook, word) and electronic record keeping database</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview

Other requirements	Flexible approach to working  Embracing on-gong changes to the service with a positive attitude		

Person Specification dated 2018