

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		
Post Title: Occupational Therapist – Adult Social Care	Post No. Various	Grade: I - K
Directorate: Health, Adults, and Community	Division: Adult Social Care	Section: All areas
Version: V9.2020		Have JE markings been attached?
Date modified: 13 February 20		No
Responsible to: Manager/Senior Practitioner OT – Localities East or West, Reablement, Initial Assessment DBS Required? Y If yes, Level of Check (Please delete where not applicable) Enhanced Check with Adults' and Childrens' Barred List Is the post politically restricted? N Is a Travel Allowance Payable? Y Does this post attract an Essential Car User Allowance? N		

MAIN PURPOSE OF THE JOB

- To manage all clinical and professional aspects of complex casework for all age groups, where appropriate, promote independence using evidence-based occupational therapy assessment, intervention, planning and reviewing/evaluation skills, and ensure they establish the appropriate level of personal budget in order to meet eligible care and support needs
- To support the team manager / senior staff in order to deliver the key strategic aims of the organisation and to deputise for the Senior OT as required dealing with the day-to-day management and organisation of a specific team
- Lead on safeguarding issues for open cases where people are at risk of abuse, harm, or neglect and ensure their safety through the application of the Tower Hamlets Safeguarding Policy and procedures

DUTIES & RESPONSIBILITIES

Clinical

1. To be professionally and legally accountable for all aspects of own clinical and professional work and people for whom they provide professional support and supervision
2. To independently manage complex and mixed casework which may be subject to constant change and conflicting priorities, and where appropriate, requiring specialist standardised and non-standardised proportionate assessment of people with a range of complex needs and multi-pathologies; using clinical reasoning, analytical and communication skills to determine support needs and to promote personalisation
3. To undertake a variety of assessments and action planning functions across a range of home and community based settings incorporating mental capacity, strength based discussions, prevention, and positive risk-taking principles, including specialist manual handling risk assessments, reablement assessments, housing needs/re-housing assessments, and carer's assessments
4. Facilitate the delivery of a range of outcomes identified with people and their families/carers that may have a major impact on their ability to live independently, participate in activities and roles that are important to them, and ensure their safety. This may include, but is not limited to, specialist information and advice, Reablement and rehabilitation programmes, access to and provision of a broad range of assistive technologies (community/health equipment), specialist manual handling input, environmental redesign solutions (adaptations), and care and support plans
5. To support users and their carers to safely implement a range of options to meet identified needs. This may include on-site demonstration and training to facilitate rehabilitation programmes, safe manual handling techniques and moving plans, and the use of specialist or bespoke equipment
6. Assist in the development and implementation, in consultation with Senior colleagues, of a range of learning and development opportunities/programmes for staff, students, and other external partners
7. Ensure those accessing the service, including families and carers, are at the centre of decision making over their support needs and that opportunities and capacity for choice and control are optimised and reflected in their assessments and reviews including the promotion of direct payment options
8. To lead and co-ordinate relevant key worker input for safeguarding enquiries, including multi-agency liaison, protection planning, and safeguarding meetings, to ensure integrated, effective working and clear communication

arrangements. This will include feedback communications and discussion with the vulnerable person and their family/carers

9. Initiate and develop collaborative working with health partners, the third sector, local housing providers and other agencies, in order to facilitate co-ordinated, high quality outcomes for people needing support by promoting the reduction of handovers in order to provide a seamless service
10. To be responsible for the maintenance of professional/ethical standards including timely, accurate and comprehensive documentation in line with Health and Care Profession Council (HCPC), Royal College of Occupational Therapists (RCOT) and local standards of practice for self and supervised staff (where appropriate)
11. To utilise a variety of verbal and written communication mechanisms with internal colleagues and external partners to ensure collaborative, multi-agency working ensuring adherence to information governance and sharing protocols and standards, and the preservation of confidentiality
12. To frequently use a range of verbal and non-verbal communication skills to communicate sensitively and empathically with people and their families/carers to progress all aspects of their care and support. To write clear and concise reports and letters
13. To monitor and ensure adherence to relevant national eligibility criteria for services and adherence to relevant eligibility for services following assessments under legislation such as Care Act 2014, Housing Grants Construction and Regeneration Act 1996, Mental capacity Act 2006, Children and Families Act 2014 and other relevant legislation

Professional/Supervisory

14. Be actively involved with professional clinical groups; such as journal clubs, RCOT specialist sections, peer review groups and other multi-professional developmental activities within the organisation
15. To be responsible for the maintenance and development of own competency to practice and professional registration, taking responsibility for ensuring own knowledge and skills are up to date by engaging in and directing continuous professional development (CPD) and lifelong learning. This will include maintenance of a CPD portfolio (in line with HCPC requirements), which reflects development of knowledge, skills and evidence-based safe practice
16. Provide direct supervision to occupational therapy students, OT staff being supported in their first year of practice (preceptorship model) and junior staff (which could include staff on rotations) including the co-ordination and delegation of work and be responsible for offering support/guidance to ensure staff meet the relevant competency and practice standards as per RCOT/HCPC and local requirements

General

17. To have responsibility for the health, safety and welfare of self and those you supervise/support and to comply at all times with the requirements of health and safety regulations, including lone working and incident reporting
18. Contribute to the development of new and existing practices, procedures and initiatives to assist the effective use of Directorate resources and help ensure governmental initiatives, guidance and legislation are appropriately reflected
19. Ensure value for money principles are applied in all areas of service delivery in consultation with supervisor, manager, stakeholders and partner agencies
20. In order to deliver flexibility of staff movement and facilitate optimal service delivery, the postholder will be able to, and may be required to, transfer to other equal Occupational Therapist posts within HAC operational services area

General Terms

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme.
- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- To undertake additional duties that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

Subject to the provision of adequate notice, the ability to accommodate reasonable requests to work outside the usual working pattern relevant to the professional role.

Requests to work evening and weekends will be subject to the general terms of the LBTH Single Status agreement.

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Application Form Guidance Please ensure your application form statement addresses the 15 specification points <i>indicated in italics and by a red 'A'</i> : The additional requirements will be explored via the test and interview.		Requirement Essential (E) or Desirable (D)	Key Method of Assessment A =Application form T = Test I = Interview
Knowledge	Detailed knowledge and understanding of relevant national policies and legislation regarding adult social care	E	A, T, I
	Knowledge of health, LBTH, directorate, and corporate procedures and practice relating to Adults Social Care	D	I
	Understanding of performance frameworks and their application within a health or social care setting	E	I
	Knowledge of recent research and evidence-based Occupational Therapy assessment, interventions and outcome measures	E	A, T, I
	Working knowledge of the London Multi Agency Safeguarding policy and procedures	D	A, I
	Understanding of the principles of adult social care funding, including personal budgets, CHC, and direct payments	D	I
	Knowledge and skills in strength based assessment, support-planning, review and information-giving activities	D	A, I

Qualifications & Experience	Qualification in Occupational Therapy as recognised by the Royal College of Occupational Therapists and current registration to practice as an OT with the Health and Care Professions Council (UK)	E	A
	Experience of working with people with disabilities that impact on their physical, psychological, cognitive or psychosocial functioning	E	A, I
	Experience of a range of specialist therapy interventions to assist with the achievement of person-centred outcomes including rehabilitation approaches, the use of assistive technologies equipment and adaptations to meet people's needs	E	A, T, I
	Demonstrable experience of ensuring the full and active participation of users and carers in their own support arrangements and solutions	E	A, I
	Ability to work in conjunction with other health and social care agencies and professionals	E	A, T, I
	Demonstrable experience of using community resources, family and natural networks of support to create sustainable solutions for individuals and help prevent, reduce or delay the need for statutory services	E	A, T, I

Living the TOWER Values sets out the essential behaviours required of all staff.
They are aligned to the organisation's five TOWER Values

We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building Relationships Seeks opportunities to build positive relationships with people from other teams and partner organisations	E	I
	Making it a better place to work Actively builds a positive team culture in the working environment	E	I
	Collaborating Looks for ways to collaborate with others early on, to achieve the best outcomes	E	I
We are OPEN and transparent	Communicating clearly Thinks about the people they communicate with and adjusts their style accordingly	E	A, T, I
	Listening, asking and coaching. Uses coaching to enable others to find answers and solutions for themselves	E	I
	Being approachable Approachable and seeks regular internal and external feedback from people to improve how they and others do things	E	I
We are WILLING to challenge,	Being accountable Takes accountability for delivering own work, and	E	A, I

innovate and be accountable	setting challenging goals for self Learning & challenge Seeks to learn from, both failures and successes, to improve how they do things where required Personal development Looks for ways to continuously improve and develop within role Improvement and Innovation Makes suggestions for better and new ways of doing things	E E E	I I I
We empower each other to be EXCELLENT and go the extra mile	Having purpose & personal motivation Understands the organisations direction of travel and actively supports that in their work and interactions Being empowered Gives others the space to take positive risks, whilst being on-hand to provide support and guidance	E E	I I
We RESPECT all communities, they are the heart of everything we do	Understanding our customers' needs Actively listens to customers and takes steps to making things better for customers Learning from customers Shares customer feedback as appropriate to improve the customer experience	E E	I I

	Respecting diversity and being inclusive Open-minded and understanding of an individual's perspective, taking it into account when delivering service	E	I
Additional Requirements	Willing to undertake evening and weekend work when required A DBS enhanced disclosure that is satisfactory to us will be a condition of your employment Willing to travel and work flexibly across various sites and locations in response to service demands Trained in and physically able to undertake approved moving and handling techniques	D E E E	I I A, I