

## MEDWAY COUNCIL - JOB PROFILE

<b>DESIGNATION</b>	<b>Occupational Therapist - Level 2</b>
<b>DEPARTMENT</b>	<b>Children &amp; Adults</b>
<b>RESPONSIBLE TO</b>	<b>Occupational Therapy Team Manager</b>
<b>GRADE</b>	<b>SW2</b>

### **1. MAIN PURPOSE OF JOB**

To contribute to the delivery of highly effective occupational therapy (within Adult Social Care) in an efficient manner. The service is delivered using a strengths based and personalised approach.

To work closely with colleagues within the Council and partners ensuring that person centred outcomes are met in ways which utilises available resources as effectively as possible.

To work within organisational policy and legislative requirements including The Care Act, Mental Capacity Act and Mental health Act.

All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and work at all times in a way that ensures the safeguarding and welfare of service users.

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- A recognised professional Occupational Therapy qualification and to be registered with the HCPC.
- Current Enhanced DBS
- Must be able to travel throughout Medway
- To be a OT Practice Educator or be willing to work towards becoming a Practice Educator

#### **Experience**

##### *Essential*

- Knowledge and experience in the application of relevant legislation, statutory guidance, standards and procedures relating to Adult Social Care
- Knowledge and experience in the application of National Policies and development relating to Adult's Social Care policy areas and the impact on people and their families

- Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories
- Take responsibility for managing a case load and developing skills to manage complex work.
- Working towards developing skills to supervise other staff and students.
- Awareness and experience of adult safeguarding.
- Demonstrable experience of strong ICT skills and recording of accurate information

## **Skills**

### *Essential*

- Demonstrable ability to use advanced theoretical / practical / procedural / organisational / policy knowledge across a specialist area and has detailed knowledge of organisational policies, practices or procedures.
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences
- Demonstrable ability to use analytical skills to interpret complex information and situations and develop appropriate plans to meet agreed needs. Undertake work that requires a range of imaginative solutions and responses and involves the application of innovative thinking.
- Demonstrable ability to work within recognised procedures and respond independently using professional judgement.
- Ability to develop relationships and work in a person centred way.
- Demonstrable ability to carry out tasks which have considerable direct impact on the well being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to deal with high levels of work-related pressure for example varied deadlines, interruptions or conflicting demands.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills, for example driving and/or the general use of a computer during the working day.

## **Personal Qualities**

### *Essential*

- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.

## **3. ORGANISATION**

### **(i) ORGANISATION CHART**

**(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The worker is responsible to the Team Manager for the day-to-day performance of his/her duties to service users within the Occupational Therapy Team. Overall management of the Team is undertaken by the Operations Manager.

**(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

Able to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

**(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

Demonstrable ability to:

(i) undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors.

**(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will establish formal and informal links with partner agencies and colleagues within the council

**External Contacts**

Adults and Carers with care and support needs referred to the service and their families/carers, Hospital Trusts, Mental Health Trusts, GP's, Community Health Services, private and voluntary sector providers, community groups, faith groups, Police, Public Protection Unit.

**Internal Contacts**

Other Teams/ Sections of Medway Adult Services, Children's Social Care, Housing, Legal Services, Workforce Development and Organisation Change, Partnership Commissioning, Finance, Customer Contact, including Finance Assessment Officers and Community Safety Partnership.

**4. FINANCIAL ACCOUNTABILITIES**

Demonstrable ability to handle and process cash/documentation relating to small financial amounts (ie up to £250 per day).

The post holder must have the ability to make recommendations to managers about case issues with financial implications.

**5. WORKING ENVIRONMENT**

The post holder will be based in one of Medway Council's establishments or one of

our partners establishments within the Medway Towns. They will be required to travel within Medway and possibly wider afield in the execution of their duties.