

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:
Occupational Therapist

Grade:
OT 31-33

Reports to (designation):
Senior Occupational Therapist / OM

Directorate:
Community Services

Section:
Various

Main purpose of the job

As part of the duty OT team, you will help Lewisham citizens have timely access to information, OT advice and assessment to promote independence and wellbeing. This important role will help the OT team ensure referrals to the team are Care Act eligible and is a vital part of our prevention focus in adult social care OT.

Duties of the role include screening of OT referrals, completing OT focused telephone assessments, providing advice and information, ordering minor equipment and adaptations where appropriate. Signposting to other services where appropriate. Using a strength-based approach in screening and telephone assessments.

17.5 hours across 5 days, Monday to Friday (working pattern is negotiable for successful candidate)

Hybrid based role (both office and home working)

Will not be required to complete home visits as standard but might be necessary if short staffed on occasion

Have experience and knowledge of adult social services occupational therapy including providing telephone assessments

Have experience and knowledge of screening of referrals

Have experience and knowledge of risk assessment including manual handling risks.

Knowledge and application of the Care Act and Mental Capacity Act

Minor and major adaptations and equipment provision

Be able to communicate with professionals and the public

Be able to work within an team

Main duties & responsibilities.

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1. To undertake screening of OT referrals and provide Occupational Therapy assessments via telephone using a strength-based approach to help optimise independence and ensuring referrals to the OT team are Care Act eligible.
 2. Recommend equipment and minor/major adaptations to increase or maintain people's independence and/or assist their carers and arrange its provision where applicable.
 3. To provide advice, information and signposting to Lewisham citizens when necessary and where referrals are not Care Act eligible.
 4. Be able to identify risks and take action, when necessary, within the departmental and safeguarding pathways, this includes knowledge and experience of manual handling risks.
 5. Provide Professional advice as part of the MDT on all aspects of disability and strategies to maximise independence and wellbeing.

TRAINING AND SUPERVISION

1. To assist in induction of new staff.
2. Assist with the planning and implementation of training programmes for trusted assessors for the Gateway.
3. Participate in learning events for the team, colleagues, and external agencies as appropriate.

RECORDING AND REPORTING

1. Enter accurate data onto the departments client information database.
2. Maintain case files and write reports on individuals as required. Ensuring incorrect and missing information is updated regularly on the Borough Client Database (LAS)
3. Keep monthly statistics and maintain any other records as required.
4. Use all IT systems as required.

PROFESSIONAL KNOWLEDGE

1. Keep up to date with developments in all areas of Community Occupational

Internal Contracts:

1. Establish and maintain contact with other sections within the department and in other departments as necessary.

External Contacts:

1. Establish and maintain contact with the public and other agencies as necessary.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values

All employees are required to participate in the supervision & Appraisal process and to undertake appropriate training and development identified to enhance their work.

All employees are required to always comply with the Council's Health and Safety policies and procedures, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled post-holder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	N/A	Grade	No of posts
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Number of partially managed staff:

Title	N/A	Grade	No of posts
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LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

JOB TITLE:

OCCUPATIONAL THERAPIST

POST NO:**DEPARTMENT:**

Community Services, Adult Social Care

GRADE:

P02

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those Categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be put forward to the initial shortlist stage.

Equal Opportunities

Commitment to implement the Council's Dignity at Work policies.

Awareness of Equal Opportunities issues.

S

Knowledge

Of underpinning legislation for provision of services to disabled people including the Care Act

S

Of implications of environmental and social barriers to physically disabled people

S

Of safe manual handling techniques

S

Of continuous professional development for allied health professionals

Working knowledge of safeguarding policies and practice.

S

Working knowledge of the Mental capacity Act

Awareness of Data protection and confidentiality.

S

Aptitude

Aptitude for working on own initiative.

Aptitude for planning and organising own work.

Aptitude for presenting client case work.

Skills

Effective communication skills, written and verbal.

Ability to prioritise carry out accurate occupational therapy assessments.

Ability to educate and support colleagues and OT Students

Effective IT skills e.g., use of e-mail, word processing, and client database

Ability to manage conflict.

Ability to commit to support the Directorate's approach to equality and diversity and to respect people cultural values, disability, Gender sexual orientation or religion.

Experience

Post qualification experience working in Duty or triage occupational therapy in adult social care

S

Post Qualification experience, in Adult social care as qualified occupational therapist

S

Experience of working within a multi-disciplinary team setting

Experience of conducting telephone assessments

S

Professional Qualifications(s)

Degree or Diploma in Occupational Therapy.

Up to date registration with HCPC

Competent to work at the practitioner level of the Social care capabilities framework.

Personal Qualities

To have a flexible and adaptable approach to work

Special Requirements

Able to attend occasional evening/weekend meetings or appointments if required and with reasonable notice.

Generally candidates must meet standard Lewisham requirements for the post.