

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:
Occupational Therapist

Grade: OT

Reports to (designation):
Senior Occupational Therapist

Directorate:
Community Services

Section:
Therapies
Prevention
Integrated Neighbourhoods

Main purpose of the job

To provide an Intermediate Care Occupational Therapy Service for physically disabled people, and people with multiple and complex disabilities (including those with mental health problems) who are living in, or the responsibility of, the Borough of Lewisham, working as a key member of the multi-disciplinary team.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Personal Duties

CLIENT SERVICES

1. Visit people at home or in bed based Intermediate Care, to carry out Occupational Therapy assessments of their functional abilities in relation to activities of daily living as part of a multi-disciplinary team.
2. To undertake Community Care Assessments as appropriate and work with colleagues in Support Planning to delivery personalised support plans.
3. Advise and support people and/or their carers (both formal and informal) in order to further their rehabilitation goals, giving individual counselling support as necessary.
4. Liaise with staff of residential establishments on the rehabilitation needs of physically disabled people in their care.
5. Recommend equipment to increase or maintain people's independence and/or assist their carers, and arrange its provision where applicable.
6. Recommend adaptations to increase or maintain people's independence and/or assist with the provision where appropriate, and ensure completed adaptations are satisfactory.
7. Teach the safe use of equipment, adaptations and alternative methods, to increase or maintain people's independence and/or assist carers.
8. Refer people on to internal and external agencies for other services/provisions as appropriate.
9. Encourage rehabilitation outside the home through liaison with Day Centres and other agencies and by setting up projects to meet specific needs.

CONSULTATION AND ADVICE

1. Provide professional advice to colleagues on the needs of physically disabled people.
2. Organise, where appropriate, and attend planning meetings to clarify the rehabilitation needs of physically disabled people.
3. Provide specialist advice for home care supervisors and carers on client manual handling risk assessments and management of manual handling procedures.

TRAINING AND SUPERVISION

1. To assist in supervision of Therapy Assistants in the team and induction of new staff.
2. Assist with the planning and implementation of training programmes for occupational therapy students.
3. Participate in learning events for the team, colleagues and external agencies as appropriate.
4. Direct therapy assistants in the implementation of rehabilitation programmes for clients.

RECORDING AND REPORTING

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

PROFESSIONAL KNOWLEDGE

1. Keep up to date with developments in all areas of Community Occupational Therapy and issues affecting physically disabled people.

Internal Contracts:

These include

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

External Contacts:

This will include

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 Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health and Safety policies and procedures at all times, 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
Independence, Therapy, and Rehabilitation Services,
Intermediate care

POST NO:

DEPARTMENT:
Community Services, Adult Social Care

GRADE: OT

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.

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Knowledge

Of underpinning legislation for provision of services to disabled people
Of implications of environmental and social barriers to physically disabled people
Of safe manual handling techniques
Of continuous professional development for allied health professionals

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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 carry out accurate occupational therapy assessments
Ability to problem solve with service users
IT skills e.g. use of e-mail, word processing, and client database
Effective rehabilitation skills

Experience

Experience of client assessment and giving advice to service users/carers
within a community setting
Experience of working within a multi-disciplinary team setting
Experience of working in rehabilitation as qualified occupational therapist

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Professional Qualifications(s) BScOT or DiPCOT

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. On occasions may need to move and handle service users and equipment of variable weight and size.