

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Occupational Therapist	Grade:	OT 31-33
Reports to (Designation):	Senior Occupational Therapist /Operational Manager	Grade:	P01-P02
Directorate:	Children and Young People	Department:	Paediatric Occupational Therapy

Main Purpose of the job:

To provide a Community Occupational Therapy Service for physically disabled children and young people, with multiple and complex disabilities (including those with learning disabilities or mental health problems) who are living in or the responsibility of the London Borough of Lewisham. As part of the Paediatric OT team, you will manage a caseload providing assessment and advice and equipment and or adaptations for disabled children, young people and their families/carers within their own homes. You will also be providing support and advice to carers, other professional and partner agencies.

To monitor and report on occupational therapy standards of professional practice within the service unit, ensuring practice meets the COT Professional Code of Ethics and Professional Conduct.

Summary of Responsibilities and Personal Duties:

CLIENT SERVICES

- Visit children and young people at home or in institutional care, to carry out Community Occupational Therapy assessments of their functional abilities in relation to activities of daily living.
- Recommend equipment to increase or maintain children and young people's independence and / or assist their carers and arrange its provision where appropriate.
- Recommend adaptations to increase or maintain children and young people's independence and/or assist with the provision where appropriate, and ensure completed adaptations are satisfactory.
- Teach the safe use of equipment, adaptations and alternative methods, to increase or maintain children and young people's independence and / or assist carers.
- Refer children and young people on to internal and external agencies for other services / provisions as appropriate.
- Encourage rehabilitation outside the home through liaison with other organisations and agencies and by setting up projects to meet specific needs.
- Take part in the occupational therapy duty and other rotas as required.
- Safeguarding children and young people and their families.

CONSULTATION AND ADVICE

- Provide professional advice to colleagues on the needs of physically disabled children and young people.
- Organise, where appropriate, and attend planning meetings to clarify the rehabilitation needs of disabled children and young people.
- Provide specialist advice carers on client manual handling risk assessments and management of manual handling procedures.

TRAINING AND SUPERVISION

- To assist the senior OT in supervision of OT support officers/OT students in the team and induction of new staff.
- Assist with the planning and implementation of training programmes for occupational therapy students.
- Participate in learning events for the team, colleagues and external agencies as appropriate.
- Direct occupational therapy assistants in the implementation of intervention for children and young people

RECORDING AND REPORTING

- Maintain case files and write reports on individuals as required.
- Keep monthly statistics and maintain any other records as required.
- Enter accurate data onto the departments client information database, use e mail and other IT systems.

PROFESSIONAL KNOWLEDGE

- Full knowledge of legislation and policies of the provision of services of disabled children and young people and their carers.
- Keep up to date with developments in all areas of Occupational Therapy and issues affecting children and young people.
- Keep Continuous Professional Development (CPD) portfolio updated
- Participate in the Appraisal and Performance Management Scheme and be available for supervision as required

TRAINING

- Participate in relevant identified training
- Plan and carry out training programs for the team, colleagues, and others as appropriate

Internal Contacts: These include working in partnership with other sections of the directorate and other directorates as necessary.

External Contacts: This will include in collaboration with external health and community services, the public and other agencies as necessary. To work in collaboration with clients, their families, carers and other agencies.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

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

Consideration will be given to restructuring the duties of this post for a disabled postholder.

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:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

Job Title: Occupational Therapist

Grade: 31-33

Department: Paediatric Occupational Therapy

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.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and 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 shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
knowledge of the relevant legislation relating to the provision of equipment and adaption service to disabled people.	S
Knowledge of directorate and OT policy procedure and practice.	S
Knowledge of safeguarding procedures and practice requirements.	S
Knowledge of the implications of environmental and social barriers to physically disabled people.	S
Knowledge of safe manual handling techniques.	S
Knowledge of continuous professional development for allied health professionals	
Knowledge of a specialist area of OT practice, either work with older people and rehabilitation, or housing and adaptations, or children and young people with disabilities, or telecare and early intervention services, or intermediate care, or acquired brain injury.	S
Aptitude	
Aptitude to assess and manage the range of risks that disabled children and young people may experience.	
Aptitude to work in partnership with service users, carers and colleagues	
Aptitude to present accurate case information verbally and in writing to service users, carers, colleagues and managers	
Aptitude to work within a pressured environment	
Aptitude to recognise the limits of own accountability and responsibility, and to seek appropriate support, advice and supervision	
Aptitude for planning, organising and prioritising work	
Adaptable and willing to work flexibly	
Aptitude to work as a member of a team	
Skills	(To Be Tested – T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
Excellent ability to carryout accurate assessment and intervention skills	
Excellent communication skills with service users, carers and colleagues	
IT skills across a range of systems and tools e.g. social care client database, e-mail, internet-based programmes, word processing.	T
Organisational skills to arrange own work time taking account of progressing urgent work appropriately within a mixed caseload	

To maintain accurate, timely record-keeping	
Ability to understand and use the supervisory process and reflective practice	
Experience	
Experience of working in a health or social care occupational therapy service	S
Experience within a specialist area of OT practice, either work with older people and rehabilitation, or housing and adaptations, or children and young people with disabilities, or telecare and early intervention services, or intermediate care, or acquired brain injury.	S
Experience of working in a multi-disciplinary team and with multiple agencies	S
Experience of using OT specific assessments and or strategies to support independence	S
Experience of undertaking and supporting safeguarding	S
General Education	
PLEASE NOTE THAT IF QUALIFICATIONS ARE AN ESSENTIAL REQUIREMENT ORIGINAL CERTIFICATES ONLY WILL BE ACCEPTED, THESE WILL BE VERIFIED AT START OF APPOINTMENT.	
Qualified Occupational Therapist	S
Registered with HCPC	S
Personal Qualities	
Commitment to underpinning ethical values of service delivery to vulnerable adults/children and the principles of personalised social care provision	
Circumstances	
Able to attend occasional evening/ weekend meetings or appointments if required, and with reasonable notice.	
Postholder may be required to work public holidays and/or weekends.	
Candidates must have eligibility to work in the UK	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☒

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)