

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Occupational Therapist	Grade:	SOT 35-37
Reports to (Designation):	Operational Manager	Grade:	P03/P04
Directorate:	Children and Young People	Department:	Paediatric Occupational Therapy

Main Purpose of the job:

To 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. To provide a practice and supervisory service to Occupational Therapists to ensure a comprehensive service of prevention and appropriate intervention that promotes and supports independence across all teams. Covering current and future business demand.

Provide clinical management of OT's, Assistant Occupational Therapy Practitioner or Advice and information staff driving a preventative approach that is strength based in accordance with legislation, corporate and directorate policies and practices.

To provide & maintain a specialist & supervisory lead and advise on all OT services areas for children and young people.

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:

Management

- To provide practice and supervisory support to a team of registered and non-registered staff in the paediatric OT team.
- Manage the delivery of occupational therapy services to service users and carers. To prioritise and allocate occupational therapy resources appropriately.
- Hold as required a highly complex caseload of clients that require a high level of expertise.
- Be responsible for advising operational managers on service improvements required in the specific areas of work.
- Ensure that professional standards are maintained through the supervision and monitoring of the work of the OT's, OT Assistant Practitioners and OT students.
- Determine priorities, monitor caseloads and delegate work as appropriate to the OT's and OT Assistant Practitioner.
- Contribute to monitoring and controlling community equipment by ensuring cost effective solutions are provided.
- To work in close partnership with colleagues in the team, other Social Care and Health colleagues, other directorates to give occupational therapy advice and support where appropriate.
- To initiate and participate in the recruitment and selection of staff.
- To assist the Operational Managers in effectively managing and monitoring the budget allocation for the service unit, being accountable for service provision spend within authorised levels. This duty may extend to making resource allocation decisions on behalf of other directorates.

- To ensure resources are deployed to optimum effect within council policy and departmental guidance and ensure that all staff within the service are aware of, and accountable for service expenditure.
- To ensure that the health and safety of staff is given significant priority in work carried out within the unit, notifying the operational manager of any issues which may give concern staff safety.
- To deputise for the Operational Manager, where appropriate and to contribute to the overall management of the community occupational therapy team.

Client Services

- To provide an Occupational Therapy assessment and service provision to clients and carers with complex difficulties, requiring a high degree of skill and experience.
- To advise and guide Occupational Therapists and Occupational Therapy Assistant Practitioners in working with clients, including carrying out consultation visits to cases where complex difficulties or elements of significant risk are identified.
- Safeguarding children and young people and their families.

Consultation and Advice

- Advise the Operational Managers and Service Managers on setting up projects and developments for improving Occupational Therapy services to children and young people.
- Implement and monitor service improvements and defined outcomes within the specific domain, and keep operational managers informed of progress.
- Provide professional advice to colleagues on the needs of physically disabled children and young people.

Recording and Reporting

- Maintain case files and write reports on individuals as required.
- Responsible for monitoring written recording of supervisees to ensure recording is accurate, appropriate and to departmental standards.
- Responsible for providing professional reports about the Occupational Therapists involvement with a client, for example reports required for legal purposes, for complaints about service provision, or for committee members.
- Regularly report monitoring statistics for designated area of work to the operational manager, and work with other seniors, to ensure equity of service provision.
- Use and develop the department's information technology to keep accurate and relevant data and ensure that supervisees can use the department's information technology systems effectively.

Professional Knowledge

- To have a high level of specific OT knowledge and experience within the specialist domain of the senior post.
- Keep up to date with research and developments in all areas of Community OT, legislation, statutory requirements, medical developments, and issues affecting physically disabled children and young people.
- Keep Continuous Professional Development (CPD) portfolio updated, and to assist supervisees to develop their own CPD portfolio's.
- Participate in the Appraisal and Performance Management Scheme and be available for supervision as required.

Training

- Supervise and plan training programs for OT Students on placement with the Services.
- 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. To contribute to departmental planning meetings as appropriate to the children and young people specific domain.

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 reach complex decisions regarding a clients future.

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: Senior Occupational Therapist

Grade:35-37

Department: Children and Young People

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	
Good knowledge of financial procedures relevant to the job of key statutes and guidance underpinning children's social care services.	
Detailed working knowledge of the relevant legislation relating to the provision of equipment and adaption service to disabled people.	S
Detailed Knowledge of directorate and OT policy procedure and practice.	S
Good working 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 the range of statutory, voluntary sector, and community based universal services that can support vulnerable adults.	
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 monitor service delivery	
Aptitude to assess and manage the range of risks that disabled adults 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 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
Ability to motivate teams of people and supervise staff	
Organisational skills to arrange own work time taking account of progressing urgent work appropriately within a mixed caseload	
To maintain accurate, timely record-keeping	
Experience	
Extensive experience of working in a health or social care occupational therapy service	S
Experience of complex case work	S
Experience within a specialist area of OT practice, either work with older people and rehabilitation, or housing and adaptations, or children with disabilities, or telecare and early intervention services, or intermediate care, or acquired brain injury.	S
Experience of management of OT services	
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 Competent to work at the Advanced practitioner level of Social care capabilities framework for registered workers	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)