

Job Description and Person Specification Profile – Occupational Therapist

OCCUPATIONAL THERAPIST

Team:	Occupational Therapy
Service:	Adults Services
Salary & Grade/Band/Pay Range:	Grade H (SCP 29 - 34)
Job ID:	J33
Professional Grade Category:	SCP 32
Responsible to:	Occupational Therapy Manager
Contract Basis:	Permanent
Hours Per Week:	36 hours per week
Working Pattern:	Monday to Friday (flexible / hybrid working)
Location:	Wilshaw House
Probationary Period:	6 months
Criminal records Check required:	Enhanced DBS
Politically Restricted Post:	No

What's the post, and what are we looking for?

This role will be to provide a specialist Occupational Therapy service for disabled adults who have complex health, social and housing needs. Assisting the needs of disabled people, including those with chronic and terminal illness in the community. You will formulate and implement intervention plans aimed at reducing the impact of disability and ill health. You will be supported to manage a complex caseload as an autonomous practitioner, evidencing a high level of problem solving and reasoning skills.

Main Duties and Responsibilities include:

This list is not exhaustive, and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.

1. To adhere to and apply the Code of Ethics and Professional Conduct for Occupational therapists (Royal College of Occupational Therapy)
2. To independently manage a complex caseload in consultation with the Assistant Team Manager
3. To assess the needs of people with complex and specialist needs within the home environment, taking into account the needs of carers
4. To complete risk assessments where risks within the home environment cannot be reduced to a reasonable level
5. To carry out Manual Handling Assessments within the community and to minimise the handling risk to service users and carers.
6. To give advice on the management of disability to service users and carers, providing equipment and recommending long-term intervention, including major adaptations, in accordance with the authority's policy and guidelines
7. To work in partnership with service users and carers to determine the most appropriate intervention required to meet identified need

8. To liaise, negotiate and work jointly with other teams and agencies involved in organising and providing services
9. To maintain accurate and concise documentation consistent with legal and organisational requirements
10. To provide advice and information to people with low level needs and redirect to other services as appropriate
11. To provide support, guidance and training to new staff members, Occupational Therapy Assistants and students and also to staff in other teams to increase awareness of Occupational Therapy in the community
12. To provide support and supervision to an Occupational Therapy Assistant
13. To be involved team development activities and projects

EDUCATION AND DEVELOPMENT

1. To maintain an up to date knowledge of the services and practices relating to Occupational Therapy in the community
2. To maintain CPD in accordance with professional registration requirements
3. To attend meetings, workshops and seminars to meet training needs identified in Employee Development Reviews to develop knowledge and skills in areas specific to Disability Services
4. To undertake regular supervision in line with the policy

SPECIALIST KNOWLEDGE AND EXPERIENCE

1. To have an in-depth knowledge of relevant community care and housing legislation
2. To have a knowledge of eligibility criteria, policies and procedures for the provision of equipment and recommendation of adaptations and policies and procedures relating to social care, health and housing.
3. To have an understanding of technical plans, housing adaptations and specialist disability equipment
4. To have knowledge and skill in Moving and Handling techniques

ORGANISATIONAL

1. To ensure that services are provided in accordance with service standards, procedures and best practice
2. To contribute to the evaluation and audit of services
3. To comply with legal and organisational standards for equal opportunities, data protection, freedom of information and health and safety at work

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About you

Your essential qualifications

- Professional Occupational Therapy Qualification – Degree / Diploma
- Full current UK driving license and access to own car in order to fulfil the duties of the post
- Registration with Health and Care Professionals Council

Your essential skills, knowledge and experience

- To liaise and work effectively with other departments and agencies
- To organise and plan a large workload
- Problem solving
- Car driver or ability to travel
- An understanding of the implications of care in the community
- An understanding of the aims and objectives of a community based Occupational Department
- An analytical, methodical and resourceful approach to the workload
- An ability to work well in a team situation, to be supportive to other team members
- A willingness to assist with planning new developments
- A willingness to effectively promote the aims and objectives of this service
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English

If you have the following experience or qualifications – then that's great!

- IT Skills
- Additional training in manual handling, counselling or Educators course
- Experience working in the community
- Experience in undertaking Manual handling assessments
- Previous experience post qualification

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

SUPPORT

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

TRUST

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

RESPECT

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

INTEGRITY

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

VALUE DIVERSITY

We are all recognised for our diversity, , commitment, skills and achievements and will challenge inequalities.

ENGAGE

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.

As well as making a difference to your community and working for one of the highest performing organisation's in the country, here are some other reasons we think you should consider a career with us:

You will have an **induction** that will help you to understand what to expect once you start, how the organisation works and how your post contributes towards the Corporate Plan 'Our People Our Place Our Plan' aims and aspirations for the area.

The plan is structured by life course – Starting Well, Living Well and Ageing Well, underpinned by the idea of ensuring that Tameside is a Great Place, and has a Vibrant Economy. Tameside has a genuine **commitment to equality of opportunity** for its employees and citizens.

A comprehensive **workforce development programme**, leadership development programme, as well as an aspiring manager programme.

Up to 30 days leave per year depending on pay grade/band, in addition to statutory bank holidays. We also operate a **Holiday Purchase scheme**.

The commitment to improving the **work-life balance of employees** with a number of supportive procedures promoting, various types of flexible working. Along with, many family friendly policies in place, including generous schemes covering maternity, paternity, shared parental and adoption leave.

Tameside Council employees can join the **Local Government Pension Scheme (LGPS)**. More information about GMPF and LGPS pensions can be found at www.gmpf.org.uk. Teachers can join the **Teachers' Pension Scheme**. More information on this scheme can be found by visiting www.teacherspensions.co.uk.

Tameside offers a range of salary sacrifice schemes, plus a number of other **staff benefits** including discounts at local shops, restaurants, health and fitness clubs and much more.