

Job Description

Job Title	Occupational Therapy Team Leader
Grade	PO10
Reporting To	Team Manager- OT
JD Ref	PC0248P

Purpose

The post holder will support the Occupational Therapy Service to meet its statutory duties within the local authority to assess people's needs under the Care Act.

To manage, lead, coordinate a team of therapists and assistant staff, ensuring an effective efficient service, providing high quality assessments to people in the community, promoting recovery and independence, reduce and manage risks and preventing deterioration of need, to align with standards in line with HCPC.

Work alongside social care and health colleagues to ensure needs are met and managed effectively using an MDT approach.

Have excellent assessment, problem solving, risk management and manual handling skills and continued professional development to fulfil role requirements.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Occupational Therapy service specific duties & responsibilities:

- Work within the Standards of conduct, performance and ethics as described by the Health and Care Professional Council (HCPC) and the College of Occupational Therapists' Professional Standards for Occupational Therapists' Practice, ensuring compliance with legal, organisational and multi-agency requirements.
- Undertake a range of multifaceted functional and specialist assessments of needs, to provide expert opinion advice and a range of suitable outcomes working with individuals, families and carers, to reduce the need for care where possible, maintain care support and prevent where possible admission to care facilities, provide person's preferred solution where practically possible.
- Support, advise and coach experienced OT staff working with multifaceted, complex casework, safety concerns and complaints, to manage, agree solutions, provide suitable outcomes to meet needs and resolve any conflict any agree proposed outcomes or unresolved elements requiring further management.

- Support, advise and mentor junior staff and students to develop their skills knowledge and competencies.
- Ensure effective risk management, decision making, preventative work is undertaken by staff to promote independence whilst taking into account the need to enable safe risk-taking safeguarding people effectively.
- Deputise for and represent team manager as required.
- Responsible for provision of daily screening process of referrals, and joint working with health colleague to agree integrated seamless pathways.
- Ensure referrals to other professionals across social care and health, including specialist services.
- Liaise and negotiate confidently and effectively with other professionals, families and carers, agencies, other departments across the council, specialist services, and charitable organisations to promote and optimise outcome for people.
- Provide advice, support and teaching instruction to staff for clinical competence, for assessments, and provision of suitable equipment/specialist equipment and major adaptations.
- Lead on service developments and projects, and implement changes effectively across the service, to ensure improvements and consistency in practice.
- Provide information and support to enable people, to access a range of services/provision designed to minimise and manage risks, improve the quality of life for individuals, families, carers and meet needs.
- Liaise with social care colleagues and external agencies in order to gather information relevant to assessment and reviewing of needs.
- Work across organisational boundaries to contribute to the work of established and developing multi agency teams, applying your skills, knowledge and professional judgement within the council helping to ensure seamless service responses to individuals with multiple needs.
- Work with individuals, families, carers multidisciplinary teams within the organisation and external agencies, enabling them to contribute toward the assessment, and actions to meet outcomes identified. Cultivate inclusive and collaborative relationships.
- Ensure robust links between partner agencies, supporting the integration agenda and its on-going development.
- Provide clinical supervision, advice and guidance to students, assistants and less experienced OT's and mentor newly qualified Occupational Therapists.

Team leadership and management

- Provide strong leadership, enabling growth, strengthening innovation, collaboration, performance and culture.
- Setting clear expectations and responsibilities, and deliverables to team members and empower them to excel in their roles.
- Be competent with information technology, lead and monitor staff in use of systems and recording.
- Take responsibility for staff training monitor and ensure staff attendance at mandatory training, and learning required under CPD, including performance management.
- Support recruitment and retention of staff, including adverts, selection and interviewing and appointing to posts.



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- Manage concerns and complaints responding timely to resolve any conflict and manage outcomes, progressing to formal complaints as required and working with Team manager to respond by providing detailed information to develop formal responses.

Communication, Engagement and Training:

- Work collaboratively with team leaders from other services to provide an integrated pathway for people across health and social care services.
- Be responsible for preparing for and participating in staff meetings and training events, taking the lead /chairing as required.
- Use a range of verbal and non-verbal communication tools to communicate effectively with people who may have difficulties in understanding or communicating, visual or hearing impairment, have cognitive or mental health problems, have problems with comprehension or speech.
- Provide highly specialist advice to colleagues and staff including from health and range of partner agencies and specialist advisors.
- Support and mentor practitioners in developing skills and expertise in OT and interventions.
- Coordinate and support CPD sessions for in service learning and encouraging staff to develop knowledge and skills in line with HCPC standards.

Data Analysis and Decision-Making:

- Support the Team Manager in completion and analysis of accurate records of activity for statistical purposes and implement changes within the team as a result of audit.
- Support the Team manager with financial management of the service through budget monitoring.
- Ensure and maintain the quality of record keeping within the team through regular monitoring of up to date and accurate computer records in line with professional standards and policies and procedures, supporting the annual record keeping audit and implementing any actions identified within it.

Performance Management:

- Manage performance of staff using informal process and formal management policies as required.
- Audit and manage data related to staff record keeping and clinical work to improve performance

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices within the Council.
- Monitor and provide reports on team performance and activity as required and support initiatives to develop and improve service efficiencies.
- Regularly participate in working parties/groups as required developing policy and protocol changes that will impact on all service users and to implement those policies and protocols within the service.



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- Be aware of responsibilities and implications of the current legislation that affects clinical and professional practice e.g. Care Act 2014, Disability Discrimination Act, Human Rights Act.
- Investigate incidents reported by the team record actions to prevent re-occurrence; ensure completion of all necessary documentation. Escalate to Team manager or service director as per council Policy.
- Take the lead in interpreting and implementing changes within the team regarding developments and changes in policies, procedures and best practice, as they relate to the Team in line with Clinical Governance and CQC requirements.
- Support the Quality agenda ensuring quality targets including timely completion of necessary audits are met.
- Work within Policies and Procedures, clinical guidelines and to have a good working knowledge of national and local standards, to monitor own and staff's quality of practice through regular supervision.
- Be responsible for maintaining accurate and comprehensive records in line with the guidelines and professional standards of practice.
- Be responsible for the safe and competent use of all equipment, prior to use by people or staff.
- Contribute to the clinical governance agenda and identify, lead or participate in audits as required and implementation of changes identified by audit.
- Comply with council Information Governance policy and compliance with Caldicott guidelines

Other:

- Any other duties commensurate with the grade.
- Involves frequent exposure to unpleasant working and weather conditions on a daily basis, e.g. Sweat, bodily fluids, lice, unhygienic surroundings, smoke filled rooms, cramped conditions, exposure to verbal and occasionally physical aggression.
- Work alone in environments such as varied settings e.g. People's homes, nursing homes, day centres, assessing and managing risk frequently.
- Work as a lone practitioner, within the home environment, without the support of colleagues except by telephone

Role Specific Knowledge, Experience And Skills

Qualifications

- Degree in Occupational Therapy
- MSc module in related field (or working towards) or equivalent experience
- Proven leadership skills
- Evidence of relevant and up to date post graduate courses/CPD and reflective practice
- Up to date manual and therapeutic/people handling training
- Health Professions Council Registration
- *Desirable - Leadership qualification*

Knowledge & Skills

- Involvement in carrying out clinical audit, including the coordination evaluation, and use of findings to make service developments.
- Proven understanding of clinical governance and risk management, its importance and an awareness of how it is carried out



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- Demonstrate an understanding of national and local health and care acts, agendas, policies and procedures relevant to the role. For this role, a good working knowledge of the Care Act 2014 and process to manage risk.
- Proven ability to build and maintain relationships within therapy and multi/interdisciplinary teams.
- Highly developed clinical reasoning skills relevant to the role.
- Clinical specialist skills in community therapy, manual handling, specialist equipment, major adaptations and committed to personal, team and service knowledge
- Able to work well with others and pass on skills and knowledge
- Able to maintain judgement and problem solve when under pressure.
- *Desirable - Presentation skills*

Experience

- Experience of managing a highly complex caseload.
- Experience of operational management
- Experience of supervising and developing less experienced staff and students
- Experience working across professional boundaries and integrated working
- Several years post graduate experience, including working in the NHS and/ or Adult Social Care.
- *Desirable - Expert knowledge of adaptations and housing legislation for provision, criteria for Blue Badge assessment and provision.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Moving or handling heavy loads
- Working in a confined space
- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Vocational Driving
- Contact with latex
- Contact with cytotoxics.
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: Pippa Philipson Senior Manager Adult Social Care

Date Of Approval: 15/11/24



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