**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Department:** Adult Social Care **Location:** Various

**Division:** Adult Social Care **Post No:** Various

**Job Evaluation Number:** A115

**Section:** Occupational Therapy & Sensory Team

**Post:** Occupational Therapist

**Grade:** I (SCP 31 - 35)

**Responsible To:** Principal OT, Lead Practitioners

**Responsible For:** supervision of OT or CCP as requested

**JOB PURPOSE**

To provide holistic person centred assessment for clients with a disability or their carers, using a therapeutic approach to restore daily living skills and maximise levels of function and independence within this client group. The provision of advice, equipment and or adaptation, as appropriate to meet the needs of that client or carer. Adhere to the Performance Management framework within the Directorate.

**MAIN DUTIES**

1. Carrying out functional assessments of clients’ physical / psychological disabilities considering the limitations imposed upon their self-care, work, home and social life. Assessments are carried out within the client’s home.
2. To provide advice and recommendations to clients and families regarding the management of disability, mobility and all daily living activities and the restoration of these functions if appropriate, by immediate advice or referral to other disciplines.
3. To carry out above duties as part of a multi-disciplinary team having cases referred from multiple sources. Work co-operatively with both internal and external colleagues across multi - agency boundaries.
4. Be responsible for assessing and ordering the most appropriate equipment via the Community Equipment Service to meet the clients assessed need. To review the equipment is suitable for the clients assessed needs once delivered to the client.
5. Be responsible to the Authority for the initial assessment of clients’ needs for adaptations with reference to the various Acts and legislation governing responses.
6. Liaise with Officers from the Home Improvements Service, Registered Social and Private Landlords, Architects and Building Contractors when necessary for the provision of adaptations within dwellings, considering the practicality, the medical condition of the client and the financial involvement to the Authority.
7. Occupational Therapists lone work in the performance of the above duties and are accountable to the Occupational Therapy and Sensory Lead Practitioners and Principal OT for the day-to-day management of that service.
8. The above named duties are intended as a guideline for the Occupational Therapists, who will also be required to carry out any other duties or tasks across the Borough and will work to Codes of Conduct, Standards, Policies and Procedures laid down by Health and Care Professions Council, Sefton Council and the Occupational Therapy and Sensory Team Manager.
9. To monitor performance related deadlines and targets in line with the performance management framework.
10. Be responsible for accurate, sensitive, timely and up to date data entry on all relevant databases, considering any legal and human rights of the individuals concerned.
11. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
12. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

**SPECIAL CONDITIONS:**

N/A

**GENERAL:**

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Prepared by: Name** Adult Social Care

**Designation** Adult Social Care

**Date** March 2019

Reviewed 31/03/23 V Aldred

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| **SEFTON COUNCIL – ADULT SOCIAL CARE**  **PERSON SPECIFICATION** | Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below. |

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| **Job Title:** | Occupational Therapist | **Post Number:** | Various |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Diploma or Degree qualification in Occupational Therapy.  Registered with Health and Care Professions Council (HCPC). |  | Certificate  Certificate |
| **Experience** | Assessment and analysis of function skills including  moving and handling risk assessments. | Client based post qualification experience in treatment and rehabilitation aspects of a number of medical, mental health and learning disabilities.  Evidence of post-qualifying experience in a number of specialism’s e.g. neurological deficit, orthopaedics, mental health.  Management experience and responsibility for staff. | All elements will be assessed via application and interview |
| **Demonstrable skills, knowledge and aptitudes** | Ability to work within a multi-disciplinary team setting.  Demonstrate an empathic approach to peoples’ problems.  Demonstrate a commitment to the delivery and development of Occupational Therapy Service.  Demonstrate a commitment to the philosophy of and be prepared to work to professional guidelines issued by HCPC.  Value people as individuals and be prepared to work in partnership with clients. | Working knowledge of Microsoft Office products.  Demonstrate an awareness of Local and National directives in relation to Occupational Therapy Services | All elements will be assessed via application and interview |
| **Special requirements** | This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure & Barring Service Record Disclosure in order to be appointed to the post. In the respect a criminal record check will be undertaken prior to confirmation of appointment. |  | Certificate |
| **Other** | Thorough understanding of client-data legislation requirements.  Understanding of and commitment to equal opportunities.  Casual car user.  Work at any location across the Sefton Borough.  Must be legally entitled to work in the  UK.  The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time. | Maintain and encourage effective employee relations.  Thorough commitment to providing a quality professional service within a customer-service environment. | Elements will be assessed via certificate, application and interview |