**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

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

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

**Job Evaluation Number:**   A2251

**Section:** Occupational Therapy & Sensory Team

**Post:** Occupational Therapist

**Grade:**             H (SCP 26 - 30)

**Responsible To:**    Team Manager

**Responsible For:**    N/A

**JOB PURPOSE**

To provide holistic assessment to 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, adaptation or equipment, 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 taking into account the limitations imposed upon their self-care, work, home and social life. Assessments are carried out within the client’s home or clinic surroundings.

1. 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.

1. To carry out above duties as part of a multi-disciplinary team having cases referred from multiple sources, including internally from the team they are seconded to.

1. In the performance of the above tasks liaise with multi agencies including the voluntary sector, social workers, and other medical and nursing professional as appropriate.

1. Be responsible for providing equipment to clients, for completing necessary documents and for authorising the ordering and checking of such from the Central Store.

1. Be responsible to the Authority for the initial assessment of clients’ needs for adaptations, both in public and private housing with reference to the various Acts and legislation governing responses.

1. Liaise with Officers from the Housing Department, private architects and building contractors when necessary for the provision of adaptations in private dwellings, taking into account the practicality, the medical condition of the client and the financial involvement to the Authority.

1. Occupational Therapists lone work in the performance of the above duties and are accountable to the Team Manager OT & Sensory Service (Adult services) and Service Manager for day-to-day management of that service.

1. 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, policies and procedures laid down by the Organisation / Team Manager.

1. To monitor performance related deadlines and targets in line with the performance management framework.

1. To 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 Department facing court proceedings.

1. To 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**                  Joanne Whittle

**Designation**        Occupational Therapy & Sensory Team Manager, Adult Social Care

**Date**                     Aug 2017