

Job Description

Job Title: Fieldwork Occupational Therapist	Service Area: Adult Social Care
Division/Section: Occupational Therapy team	Job Number(s): 40215, 40381, 40214, 40213, 40380
Grade: PO3	Date last updated: August 2016 July 2018 – minor amendment COT to RCOT

Overall Purpose of Job

To assess the needs of disabled people and their carers, providing them with a personalised, effective occupational therapy intervention, in order to improve their independence, wellbeing, safety and quality of life.

To work in partnership with customers, their carers', colleagues, other MDT professionals and service providers to deliver improved customer outcomes in the most effective and efficient way, whilst maximising customer choice and control.

Job Context

1. The post holder reports to a Senior Practitioner OT (PO4) or OT Practice Manager (PO5)
2. The post holder has no line management responsibility, however, they are expected to participate in the supervision and development of Occupational Therapy Support Workers /Rotational OTs /Students, as applicable
3. The post holder has no direct budget responsibility
4. The post holder has specific risk management responsibilities in respect of allocated customers
5. The post holder is expected to work flexibly, in line with the Council's improved ways of working policies and demonstrate ICT competencies and compliance with the Councils electronic systems

Key Tasks and Accountabilities

1. To provide and be accountable for proportionate and high quality occupational therapy assessments for disabled people and their carers who are eligible for a service.
2. To contribute to improving outcomes through appropriate occupational therapy interventions including information and advice, enablement, retraining, specialist /bespoke equipment and home adaptations.

3. To ensure that where specialist /bespoke equipment is provided that it achieves its purpose of improving levels of independence or ease of care safely and effectively.
4. To present well-reasoned and clear plans for environmental adaptations to the Major Adaptation Panel for consideration, on behalf of disabled residents living in Newham Housing, Housing Association, privately rented and owner occupied accommodation.
5. To work in partnership with customers, their carers', colleagues and other relevant MDT professionals and service providers within and external to Newham Council, developing and maintaining positive working relationships that contributes to a high standard of service provision.
6. To effectively prioritise, organise and time manage own caseload.
7. To provide concise, accurate and objective verbal and written reports, records and correspondence. These must meet agreed service standards, timeframes, and confidentiality in addition to data protection guidelines.
8. To work within the relevant legislative framework, local and national policies, procedures and guidelines.
9. To reflect on and review own practice, ensuring that it meets current local and professional requirements, that sound clinical reasoning is applied to decision making and learning is embedded.
10. To take responsibility for ensuring that available Council resources including time and funding are used as effectively as possible.
11. To actively and effectively participate in own development through supervision, performance development appraisal and relevant training.
12. To contribute to the development of Rotational OTs, OT support workers and students through performance management, coaching, supervision, appraisal and training
13. To work effectively and flexibly as a member of the Team, contributing to and participating actively in meetings and service developments.
14. To be responsible for meeting own continued professional development in order to offer the highest possible standard of intervention and to meet the requirements of the RCOT / HCPC.
15. To carry out all duties and interactions with others in a sensitive and professional manner, in line with the RCOT Code of Ethics and Professional Conduct.
16. Such other duties within the competence of the post holder that may be required from time to time and as directed by the line manager.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where Method of Assessment is stated to be on the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessments are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

Behaviours and Competencies

The London Borough of Newham has identified six key behaviours and competencies which should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours and it is essential that you give **at least one example** of your ability to meet each of the behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional management behaviours.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
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QUALIFICATIONS: Diploma or degree in Occupational Therapy. Current registration with the HCPC DBS check /clearance		Interview documentation Check on line HCPC website Presentation of DBS
	EXPERIENCE OF: 1 Working in partnership with disabled people and their carers to facilitate optimum levels of independence in activities important to the person through proportionate OT assessment, recommendations and interventions 2 Working in partnership with colleagues, other MDT professional and service providers contribute towards a high quality and cohesive service for disabled people and their carers 3 Prioritising, organising and time-managing workloads effectively and independently 4 Using ITC based recording and data storing procedures 5 Supervising, supporting development of staff or students 6 Working within an inner-city diverse community	Application /Interview /Test Application /Interview /Test Application /Interview Application Application /Interview Application
	KNOWLEDGE OF:	
	8 A clear understanding of the relevant social care legislation and application and the role of occupational therapy within a community setting 9 Issues involved in the delivery of an equitable service to disabled people within a diverse community 10 The range of resources and solutions available to facilitate the independence, safety and quality of life of disabled people and their carers 11 Assisting and Moving risk assessments, plans, safe systems of work and control methods including equipment 12 Design guidelines for major adaptations within the homes of disabled people	Application /Interview Interview Interview /Test Application /Interview Application

13	Quality Assurance, performance management, supervision, appraisal and training in the development of individuals	Application /Interview
14	The principles of effective record keeping	Application /Interview
15	The principles of effective prioritisation, organisational and time management	Application /Interview
	SKILLS AND ABILITIES: Able to:	
16	Provide personalised, proportionate OT assessment and intervention to disabled people and their carers to improve independence, safety and quality of life	Application /Interview /Test
17	Make recommendations that promote customer resilience, are individualised and where appropriate demonstrate creativity and innovation	Application /Interview /Test
18	Produce plans and drawings for major adaptations	Application
19	Carry out complex Assisting and Moving risk assessment and make appropriate recommendations for specialist equipment and demonstrate safe use to carers	Application /Interview
20	Work in partnership with customers their carers', colleagues other MDT professionals and service providers	Application /Interview /Test
21	Effectively prioritise and manage a workload, making decisions without direct supervision	Application /Interview
22	Supervise staff and/or students effectively	Application /Interview
23	Communicate effectively with customers, carers and colleagues in person and by telephone, and through verbal and written reports, case records and correspondence	Application /Interview
24	Demonstrate ICT skills	Application
25	Embrace change, identifying and communicating opportunities that bring service development	Application /Interview

SELECTION CRITERIA	METHOD OF ASSESSMENT
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OUR BEHAVIOURS 1. Focus on Residents and Customer Outcomes • Put the customer at the forefront of all they do • Provides the same quality of service to both internal and external customers • Prioritises appropriately between the competing demands of customers • Regularly reviews, and takes responsibility, for the quality of their service and acts upon customer feedback to improve both quality and delivery 2. Working Together and Collaboration • Builds effective relationships with internal and external customers • Shares information with stakeholders and involves them in decisions that affect them • Is proactive in generating ideas and solutions across organisation • Brings out the best in team members as a leader or a peer 3. Aim High • Delivers what they promise and continuously strives to improve performance • Understands how the organisation's vision impacts on them and their team • Shows commitment to achieving the organisation's goals • Encourages solution focused problem solving and tenacity when faced with challenges 4. Accountability, Ownership and Judgement • Aware of own responsibilities and accountabilities and takes responsibility for their own actions • Provides clear measures of success and delivers constructive performance feedback • Seeks to effectively resolve conflict at an early stage to prevent problems escalating • Moves things forward with enthusiasm 5. Say It Like It Is, Setting Direction and Leading Change • Makes time to listen to others and provides open and honest feedback to help others to learn and increase performance • Readily embraces change and capitalises on opportunities created by change • Encourages people to be creative and innovative in their work and reviews success to build on what has gone well • Clearly communicates vision and corporate direction • Visible at all levels of the organisation demonstrating an inspirational leadership style	Values based test/interview Values based test/interview Interview Values based test/interview Values based test/interview
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6. Show People Who You Are • Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational • Treats people as individuals in a respectful and friendly manner • Sees diversity in their team and the community they serve as positive and demonstrates a pro-active approach to promoting equality of opportunity • Manages their own emotions appropriately	Interview
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