Kent County Council

Job Description: *Occupational Therapist*

Directorate:	**Children, Young People and Education**
Unit/Section:	**Strengthening Independence Service, Occupational Therapy 0-17**
Grade:	**KSH**
Responsible to:	**Occupational Therapy Service Manager**

Purpose of the Job:

Manage a caseload of equipment and adaptation cases of varying complexity for disabled children and young people up to the age of 17 within the framework of supervision, including the assessment, planning, implementation and evaluation of appropriate action, ensuring the effective utilisation of resources with the aim of maintaining and/or increasing independence.

The postholder should be working in line with the competency standards set out in the Social Care Capabilities Framework for Occupational Therapists and the required standards from the Health and Care Professions Council (HCPC).

Main duties and responsibilities:

- Manage a complex caseload involving a diverse range of equipment and adaptation cases for disabled children and young people. Ensure case progression within the framework of supervision, covering assessments and recommendations, evaluation and approvals, report preparation, and participation in peer group supervision. Assessments will be conducted in various settings, including the home environment, short break units, and educational settings (both specialist and mainstream).

- Assist the Senior Practitioner in reviewing and developing ongoing initiatives within the Occupational Therapy Service. Support collaborative work with District Councils, Health Commissioners, Provider Trusts, Housing Agencies, and the independent sector to promote integrated approaches and achieve more effective use of resources.

- Provide a high-quality resource of professional occupational therapy expertise and knowledge to staff, multi-agency partners, individuals with disabilities, and their families/carers. Work collaboratively with agencies responsible for adaptations and equipment provision through regular meetings, communication, training, and other appropriate methods to ensure the delivery of a high standard of service.

- Take responsibility for setting up and facilitating liaison meetings between the local authority, housing providers, Home Improvement agencies and NHS colleagues. Initiate and strengthen collaborative working relationships with statutory agencies, local housing providers, District Councils, Home Improvement Agencies, Health Commissioners and Provider Trusts, as well as voluntary, private, and independent sector organizations to ensure effective service delivery.

- Ensure that information systems and records are effectively maintained to provide reliable, up to date and accurate information as required by the OT Service Manager to assist the process upon which decisions affecting service delivery can be made and for auditing purposes to ensure adherence to Directorate policy and financial regulations.

- Contribute to the development of new and existing practices and procedures through attendance on Working Groups, training courses etc to develop effective working practices that reflect government initiatives, guidance and legislation.

- Plan, design, and deliver training courses for staff and, where appropriate, multiagency partners to ensure a comprehensive range of services that meet the needs of disabled children, adults, and their families/carers.

- Take responsibility for the development and education of Practitioner Level OT's, OT Students and other team members (OTA's).

- Facilitate structured peer group discussions to promote collaborative learning, reflective practice, and knowledge sharing among colleagues. Ensure sessions are well-organized, inclusive, and focused on improving service delivery, problem-solving, and professional development within the team.

- To complete EHCP audits in a timely manner in line with set requirements from SEN.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Occupational Therapist*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Diploma or degree in Occupational Therapy • Must be registered with the Health and Care Professions Council (HCPC)
EXPERIENCE	• Diverse post qualification practice experience in occupational therapy within Social Services or the Health Service or related voluntary organization. • Experience of joint working with District Councils, Health Authorities, other Directorates and external bodies, including voluntary organizations. • Supervision development and motivation of qualified and nonqualified staff. • Budget management including joint funding
SKILLS AND ABILITIES	• Communicate effectively and empathetically with children and young people with a range of disabilities, adapting language, tone, and methods to meet individual needs. • Demonstrate strong interpersonal skills to engage at all levels within the organisation and with multi-agency partners, service users, contractors, and colleagues (e.g., Home Improvement agencies). • Possess knowledge of child development and the impact of disability on communication. • Contribute to and lead working groups and ensure consistent dissemination of information across the Directorate. • Plan, organise, and evaluate workload effectively. • Plan, delivery and evaluation of appropriate training. • Work to tight deadlines and manage tasks within limited resources. • Contribute to and lead a range of projects as required. • Contribute to the accurate monitoring in activity data in relations to available budgets. • Supervision and development of Occupational Therapists, Student OT and other team members (OTA). • Contribute to research and monitor effectiveness of multiagency functioning. • Demonstrate proficiency in IT systems and software. • Ability to travel across a wide geographical area in a timely and flexible manner, including at various times of the day.
KNOWLEDGE	**Legislation:** A sound working knowledge of key legislation, including: • National Assistance Act 1948

	• Chronically Sick and Disabled Persons Act 1970 • Disabled Persons Act 1986 • Local Government and Housing Act 1989 • Children Act 1989 • Children and Families Act 2014 • Care Act 2014 • NHS and Community Care Act 1990 • Disability Discrimination Act 1995 • Carers (Recognition and Services) Act 1995 • Housing Grants, Construction and Regeneration Act 1996 **Policy and Procedures:** • Good working knowledge of directorate and corporate policies, procedures, and practices, for example; KCC values and behaviours, lone working, Home support **Partnership Working:** • An understanding of joint working arrangements with internal colleagues and external agencies and organisations such as: local Housing providers, District Councils, Home Improvement Agencies and Health Authorities Acute and Community Trusts, voluntary and private agencies. **Financial Awareness:** • Awareness of financial procedures relevant to the role. **Research and Initiatives:** • Familiarity with recent research, government guidance, and corporate initiatives. **Occupational Therapy Practice:** • Strong understanding of occupational therapy principles, issues, models and best practice
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making