

Directorate:	Adult Social Care & Health
Unit/Section:	Enablement and Support
Grade:	KR11
Responsible to:	Operational Manager for Occupational Therapy Services

Purpose of the Job:

The Occupational Therapy Service focuses on enabling independence and maximizing the wellbeing of those people we support and their carers. This role has a defining responsibility in promoting a strengths-based approach, empowering people to undertake those occupations which matter to them and prevent, reduce and delay the need for statutory care services.

Occupational therapists use functional assessment and activity analysis to support adults to live in the place that they call home, in a way that enables them to maximise their choice and control. Working with the person, they will provide a range of creative solutions to maximise independence and wellbeing, including equipment, home adaptations, moving and handling techniques, enablement or advice and support.

The postholder will oversee a local Occupational Therapy team, comprising of registered and unregistered staff, covering current and future business demands.

Main duties and responsibilities:

1. Provide professional and clinical oversight to an Occupational Therapy staff group. Ensure robust personal supervision and quality assurance processes are in place to support and develop staff, driving performance and ensuring the delivery of quality outcomes.
2. Provide high level professional clinical challenge to case decisions, demonstrate awareness of budget management in relation to provisions of all community equipment and adaptations, by ensuring that robust clinical reasoning is in place for all requests and that cost effective solutions are provided which meet the needs of the person and optimize the use of all resources.
3. Manage a small complex caseload of people who require Occupational Therapy assessment and intervention.
4. Support the Operational Manager with recruitment, development and motivation of the staff group, to ensure that they can fulfill the changing demands of the service. Work with the Practice Development Officer to promote comprehensive core skills training for all OT staff, identifying performance issues and gaps and ensuring that support plans are implemented and monitored.

5. Work with the Operational Manager to determine service gaps and redeploy occupational therapy resources accordingly to meet business needs. Demonstrate a flexible and adaptable approach to support service development, ensuring that alternative ways of working and a positive culture are embedded within the team.
6. Monitor staff performance, using team dashboards and relevant activity reports, providing data and feedback to appropriate managers in a timely manner.
7. Represent Occupational Therapy on development initiatives and participate in a range of local partnership meetings with Health, Housing, home improvement agencies, carer forums and others as requested, to ensure that services are delivered in a more integrated way.
8. Support Occupational Therapy student education within the team, providing regular placement opportunities. Work with the Practice Development Officer and Occupational Therapy Managers to support the Occupational Therapy Apprenticeship Degree program.
9. Engage in professional and clinical supervision with the Operational Manager to ensure occupational therapy practice standards and KCC policies are maintained and adhered to.

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.

The following outlines the 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	• Degree/Diploma in Occupational Therapy • Up to date registration with the HCPC • Competent to work at the Advanced Practitioner level of the Social Care Capabilities Framework for Registered Workers • Completion of <i>Managing in Kent</i>, or willingness to work towards
EXPERIENCE	• Diverse post qualification experience, in social care, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Competency Framework • Experience of contributing to policy and practice formulation, implementation and review • Joint working with partner agencies • Development of registered and non-registered staff.
SKILLS AND ABILITIES	• Ability to communicate effectively with the people we support, carers, colleagues, and partner agencies through written and verbal communications. • Ability to build and develop effective working relationships across a wide range of internal and external partners. • Ability to prioritise, forward plan and work effectively on own initiative as well as part of a team. • Mediation and negotiation skills. • Ability to lead a range of service-related projects. • Commitment to the Directorate's Equality and Diversity Policy Statement, with the ability to embed this within service delivery. • Understanding and application of performance monitoring requirements. • Ability to apply emotional intelligence and influencing skills to challenge partner services in a positive and proactive manner to effect change. • Creative and problem-solving skills to identify alternative ways to meet unmet eligible needs and promote independence in areas that matter to those we support.

	• Ability to act as a mentor and demonstrate teaching skills. • Ability to travel across a wide geographical area in a timely and flexible manner to ensure the needs of the service are met, including evening and weekend working when required.
KNOWLEDGE	• A detailed working knowledge of the Care Act 2014, Manual Handling Operations Regulations 1992, the Housing Grants, Construction and Regeneration Act 1986 and other relevant legislation relating to the provision of equipment and adaptations to people with disabilities. • Understanding of the HCPC and the Royal College of Occupational Therapists practice standards. • Detailed knowledge of Directorate and Occupational Therapy policy, procedures and practice • Good working knowledge of the Mental Capacity Act 2005 and Adult Safeguarding procedures. • Familiarity with recent research and government and corporate initiatives. • Good working knowledge of financial procedures relevant to the role
KENT BEHAVIOURS	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