

## Kent County Council

### Job Description: *Occupational Therapy Assessment Officer*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Enablement and Support</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Occupational Therapist</b>

#### **Purpose of the Job:**

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

Work with people with lower level of complexity, requiring occupational therapy intervention, using functional assessment, work to support adults, requiring early intervention/assessment, their families, and carers, making a positive difference every day, supporting people to live their best lives in the home of their choice, having more control and choice, by providing a range of creative options through equipment, home adaptations, enablement, advice and support.

#### **Main duties and responsibilities:**

- Facilitate proportionate, functional and holistic assessments with people (including where appropriate self-assessments and carers assessments), ensuring they can engage and identify current needs and outcomes which will inform the appropriate level of resource (i.e., equipment, adaptations, housing needs, domiciliary support) required to help the person optimise their independence.
- Conduct Occupational Therapy functional assessments using a person-centred approach to establish what matters to them, their abilities, difficulties and barriers to living a better life and suggest a range of interventions including provision of equipment and adaptations to both public and private sector (including low level Disabled Facilities Grants), and low- level housing needs assessments.
- Identify and recommend a range of equipment to maximise independence. Arrange for the delivery and trial of equipment, demonstrating effective use of resources by utilising recycled items. Evaluate the effectiveness of the equipment and comply with risk assessment policies as required by the Directorate and in line with MHRA guidance.
- Work alongside the qualified occupational therapists through professional supervision to carry out Occupational Therapy reviews and ongoing assessment, equipment trials where required, and participate fully in personal supervision to embrace personal development and performance.

- Following a Period of Assessment and identification of a person's eligible needs, contribute to the development of the care and support plan, where appropriate, updating mosaic and maintaining thorough professional notes.
- Conduct basic moving and handling assessments with intervention and provision of suitable equipment and Occupational Therapy specific information to the people who draw on care and support including advice and guidance to self-fund and support and advice to carers
- Liaise with partner agencies including health, housing and the voluntary sector, as requested by senior staff to support integration initiatives and achieve the best outcomes.
- Create and maintain accurate, up to date and reliable data, information, and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.

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.

# Kent County Council

## Person Specification: *Occupational Therapy Assessment Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to GCSE level or equivalent, demonstrating numeracy and literacy.</li><li>• Level 2 (or working towards level 3) diploma qualification or equivalent, and /or relevant basic professional qualification or appropriate experience</li><li>• Trusted assessor or willingness to work towards</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience and/or interest of working with people with social care needs</li><li>• Experience or demonstrated interest in providing a service to the public</li><li>• Working in a multi-agency environment/partnership</li><li>• Experience of undertaking assessments</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to gather and assimilate information in order to complete Assessments and develop Care and Support Plans.</li><li>• Ability to build and develop effective working relationships across a wide range of internal and external partners.</li><li>• Good observational and functional assessment skills.</li><li>• Ability to prioritise workload and work effectively under own initiative and as Part of the team.</li><li>• IT skills and effective use of Microsoft Office programs</li><li>• Ability and commitment to support the Directorate's Equality and Diversity Policy</li><li>• Statement which is an integral part of the Directorate's service delivery.</li><li>• Ability to explore alternative services to meet eligible needs and a positive approach towards meeting outcomes and promoting independence.</li><li>• Ability to reflect on and critically analyse own performance in an effective way</li><li>• Ability to travel across a wide geographical area in a timely and flexible manner to ensure that the needs of the service are met, including evening and weekend working when required.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• An evidenced based understanding and application of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to the client group, including the Care Act.</li><li>• Understanding of Person-Centred Planning and approaches</li><li>• Awareness of the local resources available in the community</li><li>• Knowledge of potential safeguarding issues and understanding of the referral process</li><li>• Working knowledge of financial procedures appropriate to the job.</li><li>• Awareness of information governance, record retention,</li></ul>

	<p>confidentiality issues and the General Data Protection Regulations</p> <ul style="list-style-type: none"> <li>• Awareness of data protection and confidentiality issues.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>