

Kent County Council

Job Description: Children's Community Occupational Therapist

Directorate:	Children, Young People and Education
Unit/Section:	Children's Social Services
Grade:	OTB Career Grade (KR9)
Responsible to:	Children's Occupational Therapy Manager

Purpose of the Job:

Manage a caseload of equipment and adaptation cases of varying complexity for disabled children 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 Competency Assessment for Occupational Therapists

Main duties and responsibilities:

- Manage a caseload of major equipment and adaptation cases of varying complexity and diversity for disabled children within a framework of supervision, including assessments and recommendations, evaluation and approvals, preparation of reports, to effectively meet the needs of the client group within the resources available and in line with Directorate and Corporate policy, strategies and standards.
- Provide professional advice and guidance to other staff in the Directorate and multi-agency staff on aspects of disability to enhance the decision making process for the appropriate provision of services within the resources available.
- Initiate and develop close joint working with statutory agencies, local housing providers, District Councils, Home Improvement Agencies, Health Authorities, Acute and Community Trusts, voluntary and private agencies and the independent sector to facilitate an 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 Team Leader to assist the process upon which decisions affecting service delivery can be made and for auditing purposes to ensure adherence to Directorate (County Council) 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.

- Assist with core training courses for staff and where appropriate other multi-agency staff to ensure a suitable range of services are available to meet the needs of disabled people/children and their families/carers.
- Take responsibility for the development and education of OT students by organising, co-ordinating and participating in clinical placements.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Community Occupational Therapist – Practitioner level*

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

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

	MINIMUM
QUALIFICATIONS	<p>Diploma or degree in Occupational Therapy</p> <p>Must be registered with the Health Professions Council</p>
EXPERIENCE	<p>Adequate post qualification practise experience in occupational therapy within Social Services or the Health Service or related voluntary organisation</p>
SKILLS AND ABILITIES	<p>Good interpersonal skills in order to communicate at all levels in the organisation and with multi-partners, service users, contractors and colleagues e.g. Care & Repair/Staying Put schemes/Home Improvement agencies</p> <p>Contribute to Working Groups etc and disseminate information consistently across the Directorate</p> <p>Effectively plan, organise and evaluate workload</p> <p>Contribute to the delivery and evaluation of appropriate training</p> <p>Work to tight deadlines and within limited resources</p> <p>Contribute to a range of projects</p> <p>Produce accurate activity data and contribute to monitoring of such data</p> <p>Contribute to the overseeing of newly qualified OT staff and other staff</p> <p>Contribute to areas of research</p> <p>Computer literate</p>
KNOWLEDGE	<p>A good working knowledge of the National Assistance Act 1948, The Chronically Sick and Disabled Persons Act 1970, the Disabled Persons Act 1986, Local Government & Housing Act 1989, The Children Act 1989, the NHS Reform and Community Care Act 1990, the Disability Discrimination Act 1995, the Carers Recognition and Services Act 1995 and The Housing Grants: Construction and Regeneration Act 1996</p> <p>Good working knowledge of directorate and corporate policy, procedures and practice e.g. Home Support funding for adaptation work</p> <p>Good understanding of joint working with District Councils, Health</p>

	<p>Authorities, other Directorates and external bodies, including voluntary organisations</p> <p>Awareness of financial procedures appropriate to job</p> <p>Familiarity with recent, research and government and corporate initiatives, eg Best Practice Review, Quality Protects - Transforming Children's Services, Working Together, 'Combined Approach' Every Child Matters and the NSF for Children</p> <p>Understanding/knowledge of occupational therapy issues</p>
PERSONAL QUALITIES	<p>Discretion and diplomacy</p> <p>Professionalism in line with OT code of conduct</p> <p>Commitment to Equal Opportunities</p> <p>Professional credibility</p> <p>Work effectively in a team and on own initiative</p> <p>Willingness to attend regular training</p> <p>Flexibility</p> <p>Enjoy a changing environment</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>

Kent County Council

Job Description: *Experienced Children's Occupational Therapist*
(*Experienced Practitioner level*)

Directorate:	Children, Young People and Education
Unit/Section:	Children's Social Services
Grade:	OTB Career Grade (KR10)
Responsible to:	Occupational Therapy Manager

Purpose of the Job:

Manage a caseload of major equipment and adaptation cases of high complexity for disabled children 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 Competency Assessment for Occupational Therapists

Main duties and responsibilities:

- Manage a caseload of high complexity and diverse number of major equipment and adaptation cases for disabled children within parameters of agreed policies and practices, including complex assessments and recommendations, evaluation and approvals, preparation of reports etc, to effectively meet the needs of the client group within the resources available within a framework of supervision
- Assist the Senior Practitioner in the review and development of on-going initiatives within Occupational Therapy Service and joint working with the District Councils, Health Trusts and Authorities, Housing Agencies and the independent sector to achieve a more effective use of resources.
- Provide high quality resource of professional occupational therapy expertise and knowledge to staff, our multi-partners, people with disabilities and their families/carers, together with the various Agencies carrying out adaptation and equipment provision through regular meetings, contact, training, etc as appropriate to ensure a high delivery of service.
- Initiate and develop close joint working with statutory agencies, local Housing providers, District Councils, Home Improvement Agencies and Health Authorities Acute and Community Trusts, voluntary and private agencies and the independent sector to facilitate an 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 Team Leader to assist the process upon which decisions affecting service delivery can be made and for auditing purposes to ensure adherence to Directorate (County Council) policy and financial regulations.

- Contribute to the development of new and existing practices and procedures through attendance on Working Groups, training courses etc taking a lead where appropriate to develop effective working practices that reflect government initiatives, guidance and legislation.
- Plan, identify and deliver training courses as required for staff and where appropriate other multi-agency staff to ensure a suitable range of services are available to meet disabled people/children and their families/carers.
- Take responsibility for the development and education of OT students by organising, co-ordinating and participating in clinical placements.
- Be available to supervise Occupational Therapy Assistant (OTA) with triage cases, ensuring relevant actions and decisions are recorded on electronic system. Effectively carry out personal supervision in accordance with supervision policy and feedback to OT Manager of any concerns with capability of worker.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Community Occupational Therapist – Experienced Practitioner*

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

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

	MINIMUM
QUALIFICATIONS	Degree in Occupational Therapy Must be registered with the Health Professions Council
EXPERIENCE	Diverse post qualification practise experience in occupational therapy within Services or the Health Service or related voluntary organisation Experience of joint working with District Councils, Health Authorities, other Directorates e.g. Kent County Council Supplies and external bodies, including voluntary organisations Supervision development and motivation of qualified and non-qualified staff Budget managing including joint funding
SKILLS AND ABILITIES	Good interpersonal skills in order to communicate at all levels in the organisation and with multi-partners, service users, contractors and colleagues Ability to contribute to and lead Working Groups etc and disseminate information consistently across the Directorate Effectively plan, organise and evaluate workload Plan, deliver and evaluate appropriate training Work to tight deadlines and within limited resources Contribute and to lead in a range of projects Contribute to the accurate monitoring of activity data in relation to available budgets Recruit, supervise and develop a team of professional occupational therapy and support staff Contribute to research and monitor effectiveness of multi-agency functioning Computer literate

KNOWLEDGE	<p>A good working knowledge of the National Assistance Act 1948, The Chronically Sick and Disabled Persons Act 1970, the Disabled Persons Act 1986, Local Government & Housing Act 1989, The Children Act 1989, the NHS Reform and Community Care Act 1990, the Disability Discrimination Act 1995, the Carers Recognition and Services Act 1995 and The Housing Grants: Construction and Regeneration Act 1996</p> <p>Good working knowledge of directorate and corporate policy, procedures and practice eg 'top-up' funding for adaptation work, 'care and repair' or 'staying put' schemes</p> <p>Working knowledge of Financial Regulations appropriate to job</p> <p>Familiarity with recent research and government and corporate initiatives, eg Best Practice Review, Quality Protects - Transforming Children's Services, Working together, 'Combined Approach' Every Child Matters and NSF for Children</p> <p>Understanding/knowledge of occupational therapy issues</p>
PERSONAL QUALITIES	<p>Discretion, diplomacy and initiative</p> <p>Commitment to Equal Opportunities</p> <p>Professional credibility</p> <p>Leadership ability</p> <p>Maintain a rapport with service users</p> <p>Willingness to attend regular training opportunities</p> <p>Good health appropriate to job</p> <p>Flexibility</p> <p>Enjoy a changing environment</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>