

## Kent County Council

### Job Description: *Community Occupational Therapist – Experienced Practitioner level*

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Children's Social Services Lifespan Pathway 0-25</b>
<b>Grade:</b>	<b>OT Maturing Practitioner (KR10)</b>
<b>Responsible to:</b>	<b>Team Manager - Occupational Therapist</b>

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

Manage a caseload of major equipment and adaptation cases of high complexity for disabled children and young people up to the age of 25 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.

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

- Manage a caseload of high complexity and diverse number of major equipment and adaptation cases for disabled children and young people 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 Commissioners and Provider Trusts, 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-agency 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 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 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 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 – Experienced Practitioner*

---

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>	Diploma or degree in Occupational Therapy  Must be registered with the Health and Care Professions Council (HCPC)
<b>EXPERIENCE</b>	Diverse post qualification practice experience in occupational therapy within Social Services or the Health Service or related voluntary organisation  Experience of joint working with District Councils, Health Authorities, other Directorates and external bodies, including voluntary organisations  Supervision development and motivation of qualified and non-qualified staff  Budget management including joint funding
<b>SKILLS AND ABILITIES</b>	Good interpersonal skills in order to communicate at all levels in the organisation and with multi-agency partners, service users, contractors and colleagues eg Home Improvement agencies  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 to and 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

	<p>Contribute to research and monitor effectiveness of multi-agency functioning</p> <p>Computer literate</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>
<b>KNOWLEDGE</b>	<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 &amp; Housing Act 1989, The Children Act 1989, the Children and Families Act 2014, the Care Act 2014, 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</p> <p>Working knowledge of Financial Regulations appropriate to job</p> <p>Familiarity with recent research and government and corporate initiatives</p> <p>Understanding/knowledge of occupational therapy issues</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>