

# Kent County Council

## Job Description: *Occupational Therapist*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People/Physical Disability</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Senior Practitioner Occupational Therapist</b>

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

Provide robust intervention for all Occupational Therapy business across the Promoting Independence and Supporting Independent teams as designated by the Senior Practitioner Occupational Therapist, according to business need, demand and development of new ways of working. Deliver all aspects of OT business in Social Care (as defined in the Occupational Therapy Social Care framework) whilst also embracing leading and influencing change of approach and use of a new script for all colleagues, to promote a culture of early intervention and prevention whilst promoting maximising independence for the service users and improving their outcomes.

Work with clients requiring short term intervention of varying levels of complexity, requiring Occupational Therapy assessment and intervention, using a preventative approach to maximise independence. Identify through functional assessment necessary equipment and adaptations, contribute to creating appropriate care and support plans, considering any requirements under relevant legislative and policy frameworks.

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

1. Conduct Occupational Therapy functional assessments (including where appropriate self-assessments and carers assessments), to establish people's abilities, difficulties and dependencies in order to provide a range of interventions, and identify current needs and outcomes (i.e. equipment, adaptations, housing needs, domiciliary support, residential care) to help the person optimise their independence.
2. Work with colleagues to deliver a full range of occupational therapy intervention in social care, including supporting writing goals and outcomes within the enablement and outcome based care framework, implementing practical techniques, approaches and strategies to overcome barriers to independence including equipment and adaptations.
3. Arrange for the delivery and trial of specialist equipment demonstrating effective use of resources by utilising recycled items. Comply with risk assessment policies as required by the Directorate and in line with MHRA guidance.
4. Work collaboratively with partnership agencies including health, housing and the voluntary sector, in order to support integration initiatives, promote better housing

strategies and deliver Disabled Facilities Grants to promote achieving the best outcomes for clients.

5. Following a period of assessment, and identification of a person's eligible needs, contribute to the development of the care and support plan, providing clinical reasoning and risk assessments to support the case through the care assurance panel for authorisation.
6. Provide Occupational Therapy specific information, advice and guidance (for example to carers, promoting self-purchase, health promotion) and support carers to continue to optimise independence.
7. Identify and refer any concerns to the relevant specialist team to ensure that clients are fully supported as required.
8. Provide professional advice and support to staff in the team, across the Directorate and multi-agency staff on all aspects of disability and strategies to maximise independence, to enhance the decision making process for the appropriate provision of services within the resources available.
9. Contribute to the development of new and existing practices, procedures and initiatives to ensure that Directorate resources are used effectively, and that government guidance and legislation are appropriately reflected.
10. Work in partnership with further education providers, including the offer of practice placement opportunities for student Occupational Therapists.
11. Accountable for own performance regarding adherence to all Directorate policies. Ensure continued professional development to support professional registration (HCPC).
12. 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 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: Occupational Therapist

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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>• Degree or Diploma in Occupational Therapy.</li> <li>• Up to date registration with HCPC</li> <li>• Competent to work at the Practitioner level of the Social Care Capabilities Framework for Registered Workers</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience, in Adult Social Care, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to carry out the required duties.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with clients, carers, colleagues and partner agencies through written and verbal communications</li> <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 a 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 Statement which is an integral part of the Directorate's service delivery.</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>

<p><b>KNOWLEDGE</b></p>	<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, Housing legislation (DFG), and Moving and Handling legislation.</li> <li>• Understanding of Person-Centred Planning and approaches</li> <li>• Working knowledge of the needs of the client group</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> </ul>
	<ul style="list-style-type: none"> <li>• Working knowledge of financial procedures appropriate to the job.</li> <li>• Detailed understanding of the Mental Capacity Act and undertaking Mental Capacity Assessments.</li> <li>• Awareness of data protection and confidentiality issues.</li> <li>• Awareness of legislation relating to Equal Opportunities and KCC equality and diversity policies, procedures and legislation.</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Value for money thinking</li> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> <li>• Solutions focussed</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Acting as a commercial business</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> <li>• Resilient</li> </ul>

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People/Physical Disability</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Senior Practitioner Occupational Therapist</b>

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

Provide robust intervention for all Occupational Therapy business across the Promoting Independence and Supporting Independent teams as designated by the Senior Practitioner Occupational Therapist, according to business need, demand and future innovation. Deliver all aspects of OT business in Social Care (as defined in the Occupational Therapy Social Care framework) to promote a culture of early intervention and prevention whilst promoting maximising independence for the service users and improving their outcomes.

Work with clients requiring short term intervention of varying levels of complexity, requiring Occupational Therapy assessment and intervention, using a preventative approach to maximise independence. Identify through functional assessment necessary equipment and adaptations, contribute to creating appropriate care and support plans, considering any requirements under the relevant legislative and policy requirements.

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

1. Conduct Occupational Therapy functional assessments (including where appropriate self-assessments and carers assessments), to establish clients abilities, difficulties and dependencies in order to provide a range of interventions, and identify current needs and outcomes (i.e. equipment, adaptations, housing needs, domiciliary support, residential care) to help the person optimise their independence.
2. Work with colleagues to deliver a full range of occupational therapy intervention in social care, including supporting writing goals and outcomes within the enablement and outcome based care framework, implementing practical techniques, approaches and strategies to overcome barriers to independence including equipment and adaptations.
3. Arrange for the provision of highly specialist equipment for complex medical conditions demonstrating effective use of resources by considering recycled items. Comply with risk assessment policies as required by the directorate and in line with MHRA guidance and demonstrate appropriate use of the Joint Specialist Equipment panel.
4. Prepare and present complex information on major adaptation/DFG cases to the County Housing Adaptations Panel for applications for Home Support Funding and provide information for reports for the Director and KCC Members.

5. Following a period of assessment, and identification of a person's eligible needs, contribute to the development of the care and support plan, providing clinical reasoning and risk assessments to support the case through the practice assurance panels and any other arrangements for authorisation.
6. Work collaboratively with partnership agencies including health, housing and the voluntary sector, in order to support integration initiatives, promote better housing strategies and deliver Disabled Facilities Grants to promote achieving the best outcomes for our clients.
7. Provide Occupational Therapy specific information, advice and guidance (for example to carers, promoting self-purchase, health promotion) and support carers to continue to optimise independence
8. Identify and refer appropriate circumstances to the relevant specialist team to ensure that clients are fully supported as required.
9. 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.
10. Provide professional advice and support to staff in the team, across the Directorate and multi-agency staff on all aspects of disability and strategies to maximise independence and contribute to the development of new and existing practices, procedures and initiatives to ensure that Directorate resources are used effectively, and that government guidance and legislation are appropriately reflected.
11. Support the Senior Practitioner Occupational Therapist in monitoring staff performance using thorough evaluation and supervisory skills, in accordance with agreed procedures and criteria, in order to maintain high practice standards and enable continued development of professional skills that meet service requirements.
12. Deputise as required for the Senior Practitioner Occupational Therapist to support with the day to day business, including triaging and allocating cases to ensure smooth running of the service.
13. Work in partnership with further education providers, including the offer of practice placement opportunities for student Occupational Therapists.
14. Accountable for own performance regarding adherence to all Directorate policies. Ensure continued professional development to support professional registration (HCPC). Develop wider networks through a lead operational role for the team.
15. Support the senior managers in building resilience within the team, responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times

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.

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## Person Specification: *Occupational Therapist*

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree or Diploma in Occupational Therapy.</li><li>• Up to date registration with HCPC</li><li>• Competent to work at the Experienced Practitioner level of the Social care capabilities framework for registered workers.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Post qualification experience, in Adult Social Care, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant skills of the Capabilities Framework.</li><li>• Experience of multi-agency/partnership working.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Supervision, mediation and negotiation skills</li><li>• Ability to educate and support colleagues (i.e. KEaH, AO OT) and Occupational Therapy students</li><li>• Effective interpersonal skills in order to communicate effectively with service users, colleagues and partner agencies.</li><li>• Ability to prioritise and to work effectively on own initiative as well as part of a team.</li><li>• Effective written and IT skills for report writing.</li><li>• Ability to contribute to and lead a range of service-related projects</li><li>• Ability to effectively manage conflict</li><li>• Financial management</li><li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.</li><li>• 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.</li></ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group.</li> <li>• Good working knowledge of directorate and corporate policies, procedures and practice</li> <li>• Good understanding of joint working with partner agencies</li> <li>• Working knowledge of adult safeguarding policies, procedures and protocols.</li> <li>• Working knowledge of financial procedures appropriate to the job</li> <li>• Working knowledge of the Mental Capacity Act.</li> <li>• Awareness of data protection and confidentiality issues.</li> <li>• Awareness of legislation relating to Equal Opportunities and KCC equality and diversity policies, procedures and legislation.</li> <li>• Knowledge of KCC Supervision policy</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Value for money thinking</li> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> <li>• Solutions focussed</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Acting as a commercial business</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> <li>• Resilient</li> </ul>