

**Directorate:** Children's, Families and Education  
**Unit/Section:** Children's Social Services  
**Grade:** OTB Career Grade (KR9)  
**Responsible to:** Team Leader - Occupational Therapist

**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*

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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.

|                             | <b>MINIMUM</b>  | <b>DESIRABLE</b> |
|-----------------------------|---|------------------|
| <b>QUALIFICATIONS</b>       | Diploma or degree in Occupational Therapy<br><br>Must be registered with the Health Professions Council   |                  |
| <b>EXPERIENCE</b>           | Adequate post qualification practise experience in occupational therapy within Social Services or the Health Service or related voluntary organisation  |                  |
| <b>SKILLS AND ABILITIES</b> | 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<br><br>Contribute to Working Groups etc and disseminate information consistently across the Directorate<br><br>Effectively plan, organise and evaluate workload<br><br>Contribute to the delivery and evaluation of appropriate training<br><br>Work to tight deadlines and within limited resources<br><br>Contribute to a range of projects<br><br>Produce accurate activity data and contribute to monitoring of such data<br><br>Contribute to the overseeing of newly qualified OT staff and other staff<br><br>Contribute to areas of research<br><br>Computer literate |                  |
| <b>KNOWLEDGE</b>            | A good working knowledge of the   |                  |

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|---------------------------|---|--|
|                           | <p>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 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 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> |  |
| <b>PERSONAL QUALITIES</b> | <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>Energy/enthusiasm and 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>   |  |