

## Kent County Council

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

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<b>Directorate:</b>	<b>Children's, Families and Education</b>
<b>Unit/Section:</b>	<b>Children's Social Services</b>
<b>Grade:</b>	<b>OTB Career Grade (KR10)</b>
<b>Responsible to:</b>	<b>Team Leader - Occupational Therapist</b>

#### **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.

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*

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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  Must be registered with the Health Professions Council	
<b>EXPERIENCE</b>	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	
<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  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	

	<p>Contribute to the accurate monitoring of activity data in relation to available budgets</p> <p>Recruit, supervise and develop a team of professional occupational therapy and support staff</p> <p>Contribute to research and monitor effectiveness of multi-agency functioning</p> <p>Computer literate</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 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>	
<b>PERSONAL QUALITIES</b>	<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>Energy/enthusiasm</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>	
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# Kent County Council – A great place to work

We are one of the largest employers in Kent, with more than 44,000 staff working in a wide range of full and part time jobs – this also makes us one of the biggest councils in the country.

If you're looking for a job that makes a real difference to people's lives, with huge potential for career development and with an employer that values diversity in its staff, recognises the importance of good work/life balance and offers an excellent rewards and benefits package, then Kent County Council could be the employer for you.

We offer a range of excellent staff benefits and rewards, including flexible working and the local government pension scheme. We are an 'Investor in People' so all staff have access to training and development opportunities.

We have also been rated as 'Excellent' by the independent Audit Commission for the quality of public services we provide to the people of Kent.

Our annual budget of £1.4 billion covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading edge public sector organisation.

## Rewards and Benefits...

We have created a generous reward and benefit package to help us recruit, retain and motivate our staff so they can realise their full potential and feel excited and proud to work for us.

### • **Reward Strategy**

We have developed a reward strategy to help us meet and exceed national and local strategies for pay and benefits.

The reward strategy:

- provides a flexible and responsive job grading scheme
- recognises individuals' total contribution through pay
- gives managers the tools to recruit, retain and reward the contribution of individuals

Our reward strategy gives us the flexibility to reward our staff for their hard work in many ways, from one-off cash payments to quality service awards and a new pay progression structure that allows staff greater opportunity to advance.

We have innovative policies in areas such as flexible working and buying and selling annual leave, and we continue to expand and adapt our benefits to meet the changing needs of our staff.

### • **Benefits**

Our staff benefits package includes:

- an excellent local government pension scheme
- flexible working (includes flexi-time, part-time, job-share, term-time, home-based working and career breaks)
- a generous holiday entitlement (between 24 and 30 days a year, depending on how long you have worked for us and the job you do)
- maternity, paternity, adoption and parental leave

- sickness provision
- diversity staff groups
- training and career development opportunities, within a guaranteed minimum of five day's training for every member of staff each year
- childcare voucher scheme which can be used to pay for registered childcare for children up to 16 years old
- confidential health checks and a confidential counselling service
- opportunities to join healthcare packages from Hospital Savings Association (HSA) and Benenden Healthcare Society
- a staff discount card giving you discounts in shops and health clubs, as well as on travel insurance, and 10% on Kent Adult Education courses
- a relocation scheme to help new staff taking up key appointments to move nearer to their place of work (subject to certain conditions)
- lease cars for staff who travel around the county as part of their work (subject to meeting qualifying criteria)
- car sharing scheme and purchasing bikes to travel to work.

## Staff policies...

The following policies help to make KCC a Great Place to Work, ensuring that staff are treated equally and fairly and deliver customer-focused, efficient services to the people of Kent.

- **Strategy for Staff**

The Strategy for Staff recognises the crucial contribution of every member of our staff, and aims to make KCC a great place to work.

- **Customer Care**

Our standards for delivering excellent public services to the people of Kent are set outlined in our customer care policy.

- **Recruitment and selection**

Our recruitment and selection strategy is based on merit and we ensure that our selection criteria are clearly relevant to the job and free from bias.

We aim to recruit a workforce that reflects the diverse community of Kent and our equality and diversity policy statement underpins our recruitment and selection process.

Having a criminal record will not necessarily bar you from working with us; it depends on the nature of the job and the circumstances and background of your offences. Read our ex-offenders recruitment policy statement for more information. [Ex-offenders recruitment policy](#)

- **Fairness at work**

We are committed to fair treatment for all, to improve the quality of services and ensure all employees develop their skills and talent to the full. Our staff are made fully aware of their responsibilities under our equality and diversity policy statement.

We are also positive about disabled people and have been awarded the two ticks symbol by the government's Employment Services.

- **Health and Safety**

We take our health and safety responsibilities to staff, customers, residents and visitors seriously. Our general statement on health, safety and welfare at work sets out the management

commitment, individual staff responsibilities and outlines the organisational structure and arrangements in place to fulfil health and safety responsibilities.

- **Training and Development**

Ensuring our staff have the right skills, knowledge and behaviours enables them to provide the best possible service to the people of Kent.

- **Employment Checks**

Appointments to Kent County Council are subject to the receipt of satisfactory references and employment checks. If your post is subject to specific checks (eg. Criminal Record Bureau), this will have been identified in the job advert and confirmed at the time of inviting for interview.

- **Staff Care Package**

Kent Adult Services has developed a staff care package to ensure that the Directorate has a well trained, supported, competent and confident workforce. The Staff Care Package goes way beyond traditional remuneration, with a Ten Point Plan designed to address the welfare of each individual and benefits all staff within the Directorate.

## **What we do...**

### **Your Council**

Our services affect the daily lives of residents, workers and visitors to the county and include:

- maintaining Kent's network of roads
- disposing of more than half a million tonnes of rubbish and recycling almost 250,000 tonnes of household rubbish every year
- educating more than 200,000 children in primary, secondary and special schools and pupil referral units each year
- lending 9 million items from our 117 libraries (including mobile libraries) every year and managing art galleries in 22 libraries
- running a wide range of adult education courses from 22 adult education centres and 300 other adult education sites
- delivering a youth service in 28 centres across the country, backed up by detached youth projects, mobile units, vocational training centres, residential and outdoor centres and a campsite
- helping older people to live at home and supporting older people in residential and nursing care
- providing care packages to adult clients, including older people and adults with a physical or learning disability or mental health need
- looking after 'looked after children', with a high proportion in foster care rather than residential care.

### **How does the Council work?**

- Kent County Council works closely with 12 district councils, one unitary authority (Medway Council) and more than 300 town and parish councils. Each has specific responsibilities and



some are shared, but all work in partnership to ensure the citizens of Kent are well-presented overall.

- The County Council has 84 elected councillors who each have a dual role, attending to countywide concerns as well as to the local needs and interests of their constituents. The Lead of Kent County Council is Paul Carter.
- The day to day running of our services is the responsibility of the Chief Executive – Peter Gilroy. He is the most senior of the council's employees and manages officers working in four directorates:
  - Communities  
The new Communities Directorate reflects our commitment to delivering quality services at the heart of local communities, working with communities to keep in touch with the people of Kent at a local level. Its role is to encourage people of all ages and backgrounds to play an active part in their community.
  - Children, Families and Education  
This Directorate provides education and social care services to Kent's children, young people, their families and communities. It delivers services to ensure children and young people are:
    - nurtured and encouraged at home
    - inspired and motivated by school
    - safe and secure in the community
    - living healthy and fulfilled lives
  - Kent Adult Social Services  
The overall aim of Kent Adult Social Services is to help the people of Kent to live safely and independently in their local communities. The core objectives are to support people with particular needs to:
    - live as independently and fully as possible
    - access advice, information and services easily
    - manage their own care and support with help where needed
    - feel part of their local community.
  - Environment and Regeneration  
This Directorate looks after Kent's natural and built environment while encouraging better economic performance. They also maintain and improve our transport network. They take the corporate lead on regeneration, working with others to make a real difference to communities across Kent. Working to make Kent a better place to live, work and visit – the services that we provide, and the future that we help to shape affects every household in Kent.
  - Our newly formed Public Health Department works with the NHS to improve public health in Kent.
  - The Chief Executives Department supports the work of the directorates by providing specialist expertise. The department also leads and co-ordinates major change and organisational developments. Under the guidance of the Chief Executive, it is responsible for services that include Personnel and Development, Finance, Legal and Democratic Services, Corporate Policy and Performance Management, Information Technology, Communications, Commercial Services and Partnerships.

## • **Tips for applying...**

We have a recruitment and selection policy that is based on merit and ensures that our selection criteria are clearly relevant to the job and free from bias.

Your application form is the most important document in helping us to decide whether to invite you for an interview. We only use the information on your application form to make our decision to shortlist.

Here are some tips to help your application stand out in the shortlisting process:

***See our Website for a more detailed guide on completing your application, or telephone the Recruitment line for a copy.***

- You can apply for a job on-line, complete a Word version to email to us or print a copy to fill in by hand to post to us
- Read the job description and person specification so that you know what we are looking for
- Tell us how your skills, knowledge and experience match what is required. It doesn't just have to be work-based; voluntary work and activities outside work often provide valuable experience and skills that can be applied to a job.
- Fill in all of the form. If there are some sections that do not apply to you, then please write 'not applicable' in that section.
- If you are completing your application by hand, please write clearly.
- Make sure that we receive your application form by the closing date – we cannot accept it after this date.
- If you want to send us your CV then please do so and attach it to your application form.

We need you to complete our Equalities Monitoring Form to help us understand whether our Equality and Diversity Policy is working effectively. This information is confidential and is removed prior to the selection process – it is not seen by recruiting managers. Similarly, the information given on the Disability Statement is used only to ensure that we are aware of any particular requirements you may have for the interview process and that we meet our 'Two Ticks – Positive About Disabled People' commitment. This guarantees that all disabled applicants who meet the minimum requirements for the job, will be given an interview. This information is not seen by the recruiting manager, although they will be made aware of any requirements you have for the interview process.

**If you need the application form in any other format, please contact our recruitment line on 08458 247 904 or email <mailto:recruitment.line@kent.gov.uk>.**

## **General Social Care Council - Registration**

From 1<sup>st</sup> April 2005, the protection of professional title of social worker will be introduced. This means that from this date it will be a criminal offence to call yourself or portray yourself as a social worker unless you are registered with the General Social Care Council (GSCC).

The **GSCC Social Worker Register** is open to **anyone with a UK social work qualification (which is recognised by the GSCC) or an international social work qualification which is considered to be equivalent to the UK Diploma in Social Work (DipSW).**

### **Do I need to be registered?**

For the following categories of posts, any offer of employment will be subject to you being registered and maintaining your registration as a social worker with the GSCC:

- a) if a social work qualification is essential for the post.
- b) if a social work qualification or a healthcare qualification (e.g. RGN, OT, CPN etc.) or a qualification in a relevant discipline (e.g. community development) is essential for the post and the individual has a social work qualification.
- c) if a social work qualification is desirable for the post and the individual has a social work qualification.

See the person specification to see if this applies to you. If any of the above do apply to you, please read the guidance below.

### **I am already registered with the GSCC**

If you are asked to attend an interview, you should bring proof of your registration with you.

### **I am registered with one of the other Care Councils in the UK.**

If you are asked to attend an interview, you should bring proof of your registration with you.

If you are successful you will need to register with the GSCC. You can either apply to the GSCC for additional registration or transfer your registration to the GSCC. Only one registration fee is due, regardless of how many councils with whom you are registered. Contact the GSCC registration helpline on 0845 070 0630 for further information.

**I am not registered with the GSCC or with any of the other Care Councils in the UK**

If you are successful, you will need to register with the GSCC. Contact the GSCC to ask for an application pack ([registration@gsc.org.uk](mailto:registration@gsc.org.uk) or 0845 070 0630).

If you have post-qualifying experience your application form will need to be signed by your last employer.

If you are a newly qualified social worker your application form will need to be signed by your college or university.



## **KEY WORKER ACCOMMODATION**

### **IS HOME OWNERSHIP JUST A DREAM?**

The Key Worker Housing Scheme offers local authority employed clinical staff, adult and children's social workers and occupational therapists in Kent access to a range of schemes designed to help people onto the home ownership ladder when they would otherwise not be able to afford to purchase a home. Under the Government's Key Worker living scheme funding is available to support Key Workers in buying a home in a variety of ways

- New Build Home buy scheme – new homes on a part rent part buy basis where you purchase a share in the property, typically 50% and pay a discounted rent to Moat on the remaining share
- Open Market Home buy scheme which provides interest free equity loans of up to £50,000 towards the purchase of a property on the open market. Applicants will raise a mortgage for a percentage of the purchase price, usually at least 75% with the remainder provided by an equity loan. The exact amount of loan provided is dependent on a range of factors such as housing need, affordability, property values and household size.
- New Build Discounted Rent – Giving Key Workers the opportunity to rent a property, with a subsidised rent payable.

### Eligibility

- Applicants must work in one of the Key Worker Qualifying Roles and be employed on a permanent contract within Kent County Council. The criteria for Qualifying Roles can be found on the Moat housing web site.
- The maximum household income must not exceed £60,000 per annum.
- If trading up, the previous home must be sold.
- Applicants must not be able to afford to purchase a property without the assistance of the scheme.
- Social Workers must be UK Nationals or have permanent leave to remain in the UK. Irish Nationals and people from member states of the EU may also apply if currently living and working in the UK.
- Applicants must have access to, or savings of at least £3,500 to meet the costs of buying a home i.e. legal fees and stamp duty.

For more information about the Key Worker housing scheme and to view a selection of available properties visit [www.affordablehomeskent.org](http://www.affordablehomeskent.org)



Moat is one of the major Housing Associations operating in the South East of England and a leading provider of low-cost housing, offering a range of specialist services together with an extensive portfolio of homes for rent. Moat is the government appointed Home buy agent for Key Workers in Kent.

For further information, a copy of the full eligibility criteria or to apply contact Moat Housing Group on 07002 662846 or [www.moat.co.uk](http://www.moat.co.uk).

## **RELOCATION**

If you relocate to Kent you may be able to claim reimbursement of costs incurred.

The maximum amount payable is usually £7,500 and covers such things as removal costs, solicitor's fees, surveys, estate agent fees and stamp duty. However, expenses will only be reimbursed against authentic receipts. Assistance can also include help towards temporary lodging expenses and additional traveling costs.

To be eligible for assistance the following should apply:

- Your new home must be within reasonable traveling distance of your new work place.
- Your old home must not be within reasonable traveling distance of your new work place.
- Prior to the move you must be personally or jointly responsible for maintaining a home for yourself or your dependants as either an owner-occupier or a tenant. Tenants of rented properties will not be eligible for all the payments.
- If you are buying your first home then assistance will not be given towards professional expenses and related disbursements.
- Employees who are appointed to residential posts with furnished accommodation will only receive assistance towards removal costs.