

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People/Physical Disability</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Operational Manager for Occupational Therapy Services</b>

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

Provide a practice and supervisory service to the Occupational Therapists to ensure a comprehensive service of prevention and intervention for all areas of Occupational Therapy business, across the Promoting Independence and Supporting Independence teams, covering current and future business demand.

Provide clinical management of Occupational Therapy and Enablement staff driving a preventative approach to maximise independence, in accordance with legislative requirements, corporate and directorate policies and practices.

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

1. Provide a practice and supervisory support to a team of registered and non-registered staff across both the Promoting Independence and Supporting Independence teams to provide holistic, functional assessment and intervention to optimise clients independence, ensuring that eligible needs are identified, and care and support plans are developed.
2. Hold, as required, a small highly complex caseload of clients that require a high level of expertise and specialist input.
3. Support the Operational Manager for Occupational Therapy Services to manage the everyday occupational therapy business across both teams, redeploying resources as required to meet business need and provide professional oversight to KEaH, supporting assurance panels, providing high level professional clinical challenge to case decisions, authorising equipment spend and ongoing support packages as required.
4. Support the Operational Manager for Occupational Therapy Services with recruitment, development and motivation of staff groups in order to ensure they are capable of fulfilling the changing demands of the service, providing support and learning where required. Promote a positive intervention and prevention approach throughout the whole service.
5. Provide day to day support and ensure high quality clinical supervision and professional development is available for all Occupational Therapy staff. Monitor staff performance, using team dashboards and relevant activity reports, providing statistics and feedback to appropriate managers as required in a timely manner.

6. Engage in professional and clinical supervision with the operational manager Occupational Therapy to ensure Occupational Therapy practice standards are maintained and adhered to.
7. Ensure KCC policy and practice guidelines are enforced in day to day work and high standards of professional practice are maintained across the teams.
8. Contribute to monitoring and control of the Community Equipment and Telecare budgets and the Home Support fund by ensuring that cost effective solutions are provided which meet the needs of the client and optimise the use of all resources.
9. Initiate, participate and develop close, joint and integrated working with a wide range of teams, partner organisations and other parties to offer a broad range of options to clients and carers and to maximise resources.
10. Promote good customer care practices and actively problem solve initial stages of complaints, contributing to formal responses as required.
11. Identify and refer appropriate circumstances to the relevant team to ensure that clients are fully supported as required. Act as professional expert for advice on Occupational therapy specific cases.
12. Contribute to development of occupational therapy specific training plan and support staff to deliver local level enablement goal setting training in KEaH
13. Represent Occupational therapy on County development initiatives and lead local partnership meetings i.e. with housing (DFG) home improvement agency, carers forums, as requested.
14. Deputise for the Operational Manager for Occupational Therapy Services on HSF and JSFE panels as required
15. Work flexibly to accommodate senior rotas as required across the business
16. Support student education in the team and work in partnership with the local university to support the education programme of occupational therapy students

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: *Senior Practitioner Occupational Therapy -*

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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree/Diploma in Occupational Therapy</li><li>• Up to date registration with the HCPC</li><li>• Competent to work at the Advanced Practitioner level of the Social Care Capabilities Framework for Registered Workers</li><li>• Completed or working towards completion of Kent Manager</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Significant diverse post qualification experience, in Social care, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Competency Framework</li><li>• Experience of contributing to policy and practice formulation, implementation and review</li><li>• Joint working with partner agencies</li><li>• Supervision and development of registered and non-registered staff.</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 build and develop effective working relationships across a wide range of internal and external partners</li><li>• Ability to prioritise, forward plan and work effectively on own initiative as well as part of a team</li><li>• Supervision, management, mediation and negotiation skills</li><li>• Ability lead a range of service-related projects</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>• Understanding and application of performance monitoring requirements</li><li>• Demonstrate understanding and application of proactively influencing and peer challenging service providers and health and social care partners</li><li>• Demonstrate ability to explore alternative services to meet eligible needs and a positive approach towards meeting outcomes and promoting independence</li><li>• Ability to act as a mentor and demonstrate teaching skills.</li><li>• Ability to contribute to and lead working groups and dissemination of information consistently across the directorate.</li><li>• Effective interpersonal and negotiation skills in order to</li></ul>

	<p>communicate effectively with clients, colleagues and partner agencies.</p> <ul style="list-style-type: none"> <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>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A detailed working knowledge of the relevant legislation relating to the provision of equipment and adaptation service to disabled people</li> <li>• Detailed knowledge of directorate and OT policy, procedures and practice</li> <li>• Good working knowledge of adult safeguarding issues.</li> <li>• Familiarity with recent research and government and corporate initiatives,</li> <li>• Good working knowledge of Financial procedures relevant to the job</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>