

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Occupational Therapist

Department: Housing, Health and Adult Social Care

Service/Section/Team: Access

Reports to (title): Assistant Team Manager

Purpose of the Role:

To use skills, knowledge and understanding of practice within the area of specialism to support and deliver in the development of service provision by:

- To make appropriate use of local, departmental and independent resources
- Maintain high standards of professional practice within your own workload
- To use advanced skills, knowledge and understanding of the area of specialism to assist in the development of service provision and promote independence, choice and control for service users
- Carry out all duties within a quality and equalities framework based on Council policy and performance targets, professional standards and best practice.

Dimensions including Structure Chart:

1. Nature of reporting relationship between OT and line manager

- Report to the Assistant Team Manager
- Attend the relevant management team meetings
- Deputise on behalf of the Senior Practitioner OT as required
- There is also regular email correspondence and occasional telephone contact, dependent upon urgency, with the Head of Service, Service Managers, Assistant Director and Director as required.

2. Any other relevant statistics

| Information | Total |
|---------------------------------------|-------|
| Number of care plans recorded | 5096 |
| Number of Functional Assessments | 3239 |
| Number of initial contacts | 9752 |
| Number of assessments completed | 6078 |
| Number of initial safeguarding alerts | 643 |
| Number of annual reviews/assessments | 9423 |

Key Accountabilities:

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

| Accountabilities |
|---|
| 1. Management <ul style="list-style-type: none">• Practice supervision for students on placements as required.• Support to Occupational Therapy Assistants as required. |
| 2. Quality <ul style="list-style-type: none">• Ensure high quality standards are upheld throughout all aspects of assessment and service delivery. |
| 3. Policy Implementation <ul style="list-style-type: none">• Implement the Safeguarding Adults policy & procedure and manage staff through the process, including chairing complex strategy meetings• Ensure Health and Safety policies are implemented and adhered to• Keep abreast of developments in all relevant areas concerning professional practice, relevant legislation and Central Government guidance. |
| 4. Monitoring <ul style="list-style-type: none">• Manage, monitor and review care plans involving users and carers, liaising with other workers and agencies as appropriate. |
| 5. Data recording <ul style="list-style-type: none">• Participate in the development and management of systems associated with team functions, including gathering and analysing of information• Take responsibility for entering information and data onto the online systems relating to own cases• Work jointly with the Administrative Officers, seeking to improve the knowledge and practical applications of the systems. |
| 6. Service development and delivery <ul style="list-style-type: none">• Actively encourage customer participation in the delivery, monitoring and evaluation of the service• Initiate research, recommend best practice and implement changes in policy within a specialist area of service• Support in the development and operation of team “workload management systems” to ensure that resources address priority cases and respond to changing needs and circumstances• Undertake complex assessments and care planning• Carry out full functional assessments of people of all ages and with a wide range of disabilities. Assessments should also take into account the needs of carer’s and a carer’s assessment should be completed as appropriate.• Advise on appropriate care packages and refer on to other services as necessary• Recommend and arrange for the provision of specialist equipment, ensure correct installation, instruct client and/or carer in safe use and monitor the effectiveness of the provision as appropriate• Advise on and facilitate major adaptations, including major adaptations to properties through consultation with service users, Housing department, Environmental Health services, builders and other professionals as appropriate. |

7. Carry out all accountabilities in compliance with the Council's Policies and Procedures

Key Relationships (Internal and External):

- The OT will be required to work with vulnerable adults and includes disabled parents with children, children/adults with a sensory impairment and/or need for equipment and link with Children's Services
- Housing, Health and Adult Social Care staff
- Partner organisations
- Voluntary sector
- Health colleagues
- Local community groups
- Carers
- Other Council departments

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

