

# Job Description

Job Role:

**Occupational Therapist**

Service:

**Adult Social Care**

Requirements	Role Details
Directorate:	Community Wellbeing
Grade:	HC08
Location:	Countywide
Responsible to:	Independent Living Service Team Manager

Main purpose of the role:

**Occupational Therapists work in partnership with adults, their families and care givers when illness or medical conditions restrict a person's ability to participate in ordinary, everyday activities.**

**Through observation, therapeutic and direct engagement, Occupational Therapists undertake functional, social and environmental assessments. They identify risks and barriers to independence, establish a persons' strengths, motivations and independent capabilities and create meaningful, personalised programmes to qualify access to available services and support.**

**Occupational Therapists are enablers. They work in a person's own home and local environment providing bespoke interventions, information and advice and facilitate the provision of aids to daily living, adaptations, dignity with moving & handling, specialist community equipment and technology enabled living.**

**In collaboration with social care, health, housing professionals & outside agencies Herefordshire Council Occupational Therapists work with adults of any age and medical condition. Maintaining professional standards and compliance with applied legislation they utilise activity analysis to carefully plan, monitor & effect necessary change to personalised programmes, evaluate selected interventions and contribute to continuous improvement for service delivery.**

Support available:

**Occupational Therapists provide day-to-day mentoring and support with processes & practice direction to enhance skill acquisition, knowledge & professional application. Formal supervisions are held monthly in addition to annual performance appraisals & ongoing individualised professional development programs.**

**Occupational Therapists work alongside occupational therapy assistants, social workers, social care assessors, health staff and housing colleagues to provide meaningful advice, signposting and programmes of support. They engage in team and professional**



discussion, workshops, audit, research & development and have access to virtual and practical training, mandatory compliance courses and experiential learning.

Post-qualifying external courses are also available for Occupational Therapists to network and access specialist learning and wellbeing support.

**Herefordshire Council operates established post-graduate training - 1<sup>st</sup> year supported practice. We accept applications from Newly Qualified Occupational Therapists: wherein Occupational Therapy Preceptorship will be provided.**

## Key Duties and Responsibilities

### Communication

Maintain professional standards and harmonious rapport. Identify, adapt and employ active listening and appropriate communications for effective data exchange.

- To discuss and explain complex and often sensitive information with individuals, their families & carers, without discrimination and in a manner appropriate to the individual's ability to understand. E.g. where an individual is unaware of diagnosis, has unrealistic goals, has cognitive problems.
- Identify relevant personnel and the most appropriate and efficient medium to manage communications: anticipating barriers to communication and taking action to use & improve different communication styles. E.g. visual symbols, sign language, use of a translator, proactive AAC provision.
- Gain consent, identify & record contextual factors, broader risks and issues and complete all communication records in line with professional practice, legislation, registration compliance, policies and procedures.
- To communicate complex information across and within organisations to achieve successful outcomes for the individual, their carer/s and families.
- To work collaboratively with adult social care, housing, health & other agencies e.g. joint visiting with suppliers, surveyors, architects, service users & their families to plan and agree adaptations & equipment provision. Joint working with Social Workers, Community Therapists, Charities, Voluntary Organisations & Housing to assess, review, agree unified approach for selected interventions and solve problems.
- Write professional reports and statements that are accurate and factual; for eligibility, quality assurance, for multiagency forums.



## Key Duties and Responsibilities

### **Principles of Occupational Therapy Practice and Wellbeing**

**Plan, develop and implement purposeful occupations, approach and services to promote wellness, choice, dignity, engagement and control for restoration, compensation, enablement, maintenance of disease and injury prevention**

- To work effectively with the person to identify strengths and needs in line with Occupational Therapy & Care Act 2014 wellbeing principles and associated Health, Housing, Care, Adult and Children's current legislative frameworks & requirements for Community services.
- Act as an independent practitioner and resource for assisting improvements, visiting individuals in the community with family, carers, friends, colleagues, representatives of other agencies and advocates: as directed by the adult's choice or need, to assess current level of functional capability and make recommendations on how situations can be improved.
- Ensure individuals are aware of their rights to make informed choices, accept or decline services, assessment, intervention and review. Foster trust partnerships to encourage enabling conversations about risk, the sharing of wishes, desired outcomes and the development of personalised approach and plans to maintain/improve independence, safety and quality of life.
- Recognize and protect people's expressed beliefs, preferences, culture and choices. Value people as individuals ensuring appropriate consideration and action to preserve core values and attitudes of Occupational Therapy practice respecting the right to equality, diversity and inclusion.
- Offer specialist advice on lifestyle changes, coping strategies, supporting individual goal setting and intervention reviews, to maximise independence and maintain function e.g. grading tasks to manage fatigue in COPD, joint protection for RA, education and training of alternative therapeutic techniques for safer mobilisation, transfers and daily occupational performance.
- Engage and liaise with reablement provision/partners for necessary service transitions and in line with enablement approach, plan and set up appropriate personalised, outcome-led packages of support that encourage positive risk taking, the development of compensatory techniques and facilitate increased long-term independence and choice to minimise need for support and whole life cost of care.



## Key Duties and Responsibilities

### Assessment

**Physiological, Social, Environmental Psychological and Functional assessment of progressive illness and complex disability.**

- Identify information required and the purpose of Occupational Therapy functional assessment to select appropriate assessment types and methodology: respecting people's dignity, wishes and beliefs, whilst encapsulating data to create a justifiable assessment related to needs and risks.
- Plan and undertake person-centred, evidential, strength based professional assessments through data gathering, telephone, observational and practical demonstration of an individuals' ability: and/or that of their carer, to successfully and safely perform essential activities of daily living.
- Communicate individual assessment outcomes to persons permitted and demonstrate effective assessment evaluation to plan necessary sequential assessments and service user goals: determining how risks and outcome based needs are to be managed and the urgency with which complex assessments are required.
- Identify and undertake standardised assessments: where evidenced as required, to determine mental capacity, executive functioning, the cycle of disease and change, for selection of appropriate interventions, prescriptions and services to reduce risk, prevent further disease/injury/decline and meet current and predictable future needs.
- Undertake specialist Moving and Handling risk assessments and arrangements for appropriate equipment provision, education, training and demonstration of safer handling techniques to individuals and carers (formal and informal) incorporating dignity and respect with moving and handling practices, ensuring appropriate provision and sharing of formal Moving and Handling Care Plans in accordance with Moving & Handling legislation (MHOR 1992) & local policies.
- To assess and prescribe standard community equipment, assistive technology and minor adaptations to prevent accident or injury, enabling individuals with disability, care and health needs living in the community increased confidence to manage everyday tasks and retain their independence
- Design and provide bespoke education, instruction and personalized care package to enable individuals (carer/s, family and friends) to adapt to new technology enabled living solutions, equipment and minor adaptations, altering or removing prescriptions if identified as no longer suitable: using a titration approach to adapt to change.
- In conjunction with clients, carers, stakeholders and partners, identify, assess and prepare clinically reasoned reports for trial and provision of non-standard specialist community equipment and assistive technology, establishing Best Interest decisions, DOLS information, technical data, MHRA compliance, most economical and least restrictive options for presentation to team manager and ICES for funding decision.



## Key Duties and Responsibilities

### Assessment

**Physiological, Social, Environmental Psychological and Functional assessment of progressive illness and complex disability.**

- Undertake functional-environmental assessments (PEOP model) to identify and investigate feasible recommendations for major specialist adaptations, applying knowledge of DFG process, financial assessments, legislative applications and eligibility in support of environmental barriers to independence within an individuals' home to meet existing and predicted needs e.g. safe access to essential wash and toilet facilities, wheelchair accessibility.
- Complete technical ergonomic, environmental measurements and drawings to prescribe and enable surveyors, contractors and installers to understand recommended equipment and adaptations of suitable quality, type and standard to make the environment accessible for the person and others who live in their home.
- Undertake functional assessments and interventions for people in supported accommodation and shared lives placements: and where appropriate registered care, to support, promote and coproduce care plans and service delivery for reintroduction into the community and for permanent placements.
- Assist in the delivery of and recommendations for appropriate housing solutions: including alternative accessible accommodation, cluttered and/or verminous dwellings, poor housing conditions and property disrepair, following appropriate council policies and guidance working sensitively with the person and multi-agencies to maximise safety, accessibility, independence and dignity at home.
- Take responsibility for independent case management, monitoring and timely reviews. Actively measure, evaluate and assess interventions, impact of disability upon function and changing needs, altering bespoke clinical care packages and service plans to ensure correct prescription and budgetary framework, clinical pathways and ongoing compliance for the delivery of statutory and Occupational Therapy services.



## Key Duties and Responsibilities

### Safeguarding

#### **Protecting people at risk of abuse and neglect**

- Promote, maintain, care and protect the welfare of children, young people and vulnerable adults who have care and support needs and who may be at risk of abuse or neglect.
- Enable conversations about risk: where appropriate. Record indicators, behaviours and complete risk impact assessment. Report all identified safeguarding concerns and investigations at the earliest convenience.
- Maintain compliance with organisational and professional safeguarding training, reporting and safeguarding sharing protocols concerning a person/s or service at risk.



## Key Duties and Responsibilities

### **Health and Safety**

**Promote, monitor and maintain best practice in health and safety of self and others**

- Demonstrate awareness and understanding of applied health & safety legislation for organisational and Occupational Therapy practice.
- Identify, assess and manage ongoing personal risk/s and that of service users, their carers and families. Take necessary action to reduce, remove and manage identified hazards operating at all times within workplace, organisational, legislative and professional health and safety practices and guidelines.
- Ensure all workplace equipment, PPE, prescribed equipment (ICES/TEL) and adaptations are serviced, (LOLER 1998) adequately maintained, safe and remain appropriate and fit for purpose (MHOR 2002, DSE 2002, PUWER 1998) by individuals responsible for their operation and use.
- Maintain RIDDOR and all near misses, service and workplace incident reporting and assist other staff/team members to do so
- Where equipment failure is an issue ensure appropriate actions to update risk assessments, remove, replace, service essential equipment and report to line manager, corporate health & safety team, Home Improvement Agency (HIA), ICES, Medical Devices Agency (MDA), Medicines and Healthcare products Regulatory Agency (MHRA): as appropriate.
- Maintain mandatory health & safety training, safe workplace practices (*Health & Safety at work Act 1974, Health & Social Care Act 2008: code and practice on the control and prevention of infections, Department of Health 2015, COSHH 2002, Food Safety & hygiene regulations 2013*), and professional CPD for ongoing effective personal and organizational health and safety risk assessments and risk management



## Key Duties and Responsibilities

### Quality & Clinical Governance

Maintain the quality of own work and encourage others to do so

- Manage a caseload of variable complexity, prioritising tasks, management of risk, being responsible for clinical decision making and necessary collaborations to problem solve and identify necessary actions and service interventions, fulfilling Professional and Statutory duties to ensure a satisfactory outcome.
- Take responsibility for prioritisation of all case work, identification and issues of risk and the undertaking of necessary actions and administration to maintain accurate, up to date and timely records of communication, decisions, actions and outcomes in accordance with RCOT and HCPC Occupational Therapy standards of proficiency, legislative guidance and local policy.
- Ensure appropriate standards of confidentiality and information governance, advising your designated line manager of casework developments, seeking support where necessary and escalating concerns in line with professional standards, council protocols and delegated authority.
- Be conversant with administration policies, development and maintenance of I.T. skills and abilities appropriate for the role, completing statistical and information: as requested by your line manager returns, contribute to the development and implementation of service improvement plans. e.g. leading on pilot projects, reviews and audits.
- Effectively engage and use clinical supervision and annual appraisal to reflect on practice, direct personal development plans and examine significant events for self-directed learning and improvements in professional performance.
- Exercise good personal time management, punctuality and consistent reliable attendance in accordance with professional and employee code of practice.
- Work within eligibility frameworks of the Care Act 2014, Housing Grants, Construction and Regeneration Act 1996, Health Act 2006, Health & Care Act 2022, Health & Safety at Work Act 1974 and applied legislation, local policy guidance and procedures.
- Assist with monitoring and evaluating the effectiveness of Occupational Therapy and community services and contribute to the delivery of clinical governance agenda and promotion of continuous service improvement improvements through participation and involvement in service promotion, audit, work related projects, local and central team meetings.



## Key Duties and Responsibilities

### People Management

**Plan, Allocate and supervise the work of a team**

- Provide day to day support, guidance and development opportunities for Occupational Therapy Assistants, Apprentices and trainees and assist with the delivery of day opportunities and Herefordshire Council adult social care inductions.
- Undertake clinical supervision of junior staff member/s in accordance with RCOT and HCPC Professional standards and Herefordshire Council employee supervision and appraisal model
- Participation with the duty rota system to screen, prioritise and triage incoming referrals ensuring priority referrals are assigned and allocated in line with Health and Social Care referral criteria and departmental policy
- Maintain own CPD in line with HCPC and RCOT registration compliance and assist others with access to relevant training and achievement of personal and professional development.
- Support staff and service users with day-to-day operations and activities: dealing with minor complaints, staff absence, assigning tasks and evaluating performance, adhering to principles of essential Occupational Therapy practice, RCOT behaviours and values and applied organisational management policies.



## Person Specification

Requirements	Essential or Desirable	Identified by
<b>Qualifications and Training</b>		
• Degree/Diploma in Occupational Therapy.	Essential	A
• Registered as an Occupational Therapist with HCPC (newly qualified staff can attend interview in advance).	Essential	A
• CPD record demonstrating professional growth and development, active reflections, learning from relevant postgraduate courses / experiences	Desirable	A
<b>Experience &amp; Knowledge</b>		
• Experience of working with people with a range of physical, cognitive and mental health conditions.	Essential	A, I
• Experience of working with people from all age groups and across multi-agencies.	Essential	A, I
• Experience of working with complex cases involving conflict and risk.	Desirable	A, I
• Experience of assessment and making recommendations for equipment and Housing Adaptations, including DFGs	Desirable	A, I
• Experience of working within a reablement setting, the application of personalisation processes and devising appropriate treatment plans	Desirable	A, I



Requirements	Essential or Desirable	Identified by  A – Application I – Interview
<ul style="list-style-type: none"> <li>Knowledge and application of creative, flexible solution focused and asset-based approach.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge and application of health, housing and social care legislation applicable to social care and OT practice.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge of health and safety and experience of undertaking risk assessments, moving and handling assessments and care plans.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge of community equipment and technology enabled living solutions</li> </ul>	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> <li>Sound ICT data and documentation skills to effectively record and report.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Effective interpersonal, mediation, communication, managing change and written skills.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to conduct sound assessments, support plans and reviews, facilitate self-assessment: where appropriate accounting for risks.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to recognise and undertake Safeguarding work.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to make recommendations for adaptations and equipment provision.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to work effectively and collaboratively as part of a wider, multidisciplinary team to deliver common objectives</li> </ul>	Essential	I



Requirements	Essential or Desirable	Identified by  A – Application I – Interview
<ul style="list-style-type: none"> <li>Ability to manage own caseload and work effectively on own initiative to meet work deadlines.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>Ability to set personalised intervention plans, monitor and carry out timely reviews.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Demonstrate ability to work autonomously and as part of a team, supervising junior staff and facilitating shared learning.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to travel throughout the County.</li> </ul>	Essential	A

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



## Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty** - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value** - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy** - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

