

JOB DESCRIPTION

Job information as shown on organisational chart

Job Title: Senior Practitioner OT **Post No:** **Grade:** HC9

Directorate: Community Wellbeing

Division: Independent Living Services **Location:**

Organisational information:

Responsible to: Promoting Independent Living Services Manager, Head of Prevention Services

Responsible for: Customer Support Officers, OT Assessment and Enablement Officers, Occupational Therapists and other OT staff appropriate to role

Key relationships/Functional links with:

(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal:

Teams within Operations and Prevention Arms of the Directorate
 Senior Practitioners responsible for referral flow (pathway control management)
 Senior Practitioner OTs within Locality Teams
 Support Services within the Council
 Community Equipment Store colleagues
 Home Improvement Agency colleagues
 TECS Colleagues

External:

Service Users, their families, carers and members of the public
 GP and Community Health Services
 CCG and Health Trusts
 WISH
 Registered (Housing) Providers
 Equipment Providers
 Housing, Building and Technical Staff

Main Purpose of Job:

This is the main purpose or objective of the job

The Senior practitioner provides a leadership and line management role within the team. To support and guide work with adult citizens of Herefordshire and their formal/informal carers or agencies to provide a person centred, asset based and outcome focused approach to assessment, intervention, case management and review.

To ensure that the highest standards of professional practice are maintained by providing supervision, review and development, caseload management, casework monitoring and consultation.

To hold a small caseload of more complex cases as appropriate and dependant on Team requirements/support.

To ensure that management information systems are kept up to date and are accurate.

To also provide support to staff to identify the most appropriate referral pathway for individuals contacting Community Wellbeing Directorate. Ensuring a strengths based approach is promoted at all times maximising uptake of community services where appropriate to meet identified needs, making sure outcomes for individuals are appropriate in relation to legislation, risk and resource management.

To ensure that the highest standards of engagement and communication are maintained by providing daily operational support, workload management and pathway flow especially in regard to risk and resource management

Main Responsibilities/Accountabilities/KRA:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation

To work within the framework of the Care Act 2014, the Housing Grants, Construction and Regeneration Act 1996 (as amended), Regulatory Reform Order (Housing Assistance) 2002 and other relevant legislation to provide assessment, intervention and review for service users with eligible needs.

To motivate and assist in the professional development of practitioners.

To implement staff review and development procedures in line with council policy for supervised staff. Providing support to members of the team with specific supervisory responsibility for staff employed as Occupational Therapists, OT Assessment and Enablement Officers and other Adult Social Care staff as required.

Ensuring that management information systems are kept up to date and are accurate and case management and allocation is current and recorded appropriately.

Working in a multi-disciplinary way to ensure that individual's needs are met with emphasis on meeting agreed outcomes.

Allocation or transfer of work to Occupational Therapy staff and other auxiliary workers.

Day to day advisory support and guidance to staff and supervision of allocated workers. Timely progression of own small caseload as appropriate and dependant on Team requirements/support and of those supervised.

To provide line management /referral flow support to the team to ensure accurate risk assessment and appropriate & timely resource allocation.

DATA QUALITY

Council Managers (including supervisors and team leaders)

Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Job Activities:

- To monitor staff performance and, in consultation with the team manager, contribute to

identifying individuals' and the team's learning needs.

- To acquire and develop specialist knowledge as required by the team and the Directorate.
- To ensure any appropriate legal /financial arrangements are correctly in place for the provision of services to service users and carers in liaison with appropriate teams and panels.
- To ensure monitoring and reviewing systems are in place for clients on their caseloads and to ensure case files and electronic recording on Mosaic is current.
- To consider an enabling ethos and approach to supporting service users and their families/carers and in joint working with partners and agencies.
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately to enable reliable analyses and reporting.
- To participate in any duty rota systems to meet urgent service need.
- To deputise as required for the Team Manager.
- To provide regular supervision to practitioners and non-registered staff as agreed with the team manager.
- To ensure that the quality of work meets the required national/ professional standards and local procedures.
- To provide consultation on day to day practice on professional matters to staff and managers.
- To keep an accurate record of advice given and decisions taken as a result of consultation and supervision.
- To co-work complex cases where required and assist practitioners' planning, preparation and presentation of evidence, records and reports.
- To carry a small caseload comprising more complex work as appropriate and dependant on Team requirements/support, taking responsibility for seeking appropriate information, advice and consultation.
- To maintain excellent Occupational therapy functional assessment skills, and be able to offer specialist advice on lifestyle changes, coping strategies, maximising independence and maintaining function.
- To have up to date knowledge of and be able to accurately prescribe standard and specialist equipment, minor and major adaptations and TECS equipment and take responsibility for accurate prescription and recommendations by team members
- To undertake specialist Moving and Handling risk assessments where required and provide appropriate information, equipment prescription and demonstrate techniques/ equipment as required
- To have up to date knowledge of housing related issues and adaptations design, liaising with

specialist practitioners as required to ensure accurate information provision by staff

- To be responsible for own continuing professional development and undertake student supervision, induction and mentoring of Occupational Therapy staff.
- To use a broad knowledge of local resources, services and benefits and to liaise with a variety of statutory, voluntary and independent sector agencies.
- To work in a way that is consistent with Councils Equal Opportunities, Anti-discrimination and anti-oppressive practice policies.
- Be conversant with the development & maintenance of I.T. skill and ability
- To support hospital discharge arrangements for patients in liaison with hospital based professional staff and relevant agencies/teams to ensure safe discharge and prevention of admission.
- Identify where reablement (and/or other appropriate services) are appropriate and refer to relevant agencies.
- To be conversant with administration policies.
- To ensure confidentiality issues are respected.
- **Provide day to day operational support to staff for Screening, Allocation, Referral and Signposting responsibilities with regard to the Care Act 2014 & relevant housing legislation. Ensuring a strengths based approach to meeting outcomes underpins staff practice at all times.**

This Job Description covers the main duties and responsibilities of the job. Other commensurate activities may from time to time be requested by the Team Manager or Service Manager

Other information:

1. Disclosure type: enhanced
2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
3. **For all school staff and any post working with children, young people and vulnerable adults:**
Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
4. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
5. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the

organisation

6. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
7. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
8. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.
9. To be prepared to move in to a locality vacancy should the post become surplus to requirements in the future.

Line Manager Name:

Line Manager Signature:

Date Job Description last reviewed:

April 2022