

## Job Description

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|-------------|------------------------------------|
| Job title   | <b>Occupational Therapist</b>      |
| Directorate | PEOPLE : Children and Adults       |
| Division    | ASC                                |
| Range       | SW2                                |
| Reports to  | Occupational Therapy Team Managers |

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### Main purpose of the job:

Contribute to empowering Medway residents to maintain their independence through early interventions that provide person-centred functional assessments. To deliver purposeful interventions, including signposting, recommending and providing of equipment and adaptations, enablement, package of care reviews, housing needs assessments and rehousing reports.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Undertake person centred Occupational Therapy functional assessments to identify current needs and outcomes to prevent reduce and delay to need for ongoing care and to help people to optimise their independence.

Deliver a range of occupational therapy interventions in social care, including setting goals and agreeing outcomes within an enablement and outcome-based care framework.

Implement practical techniques, approaches, and strategies to overcome barriers to independence, including equipment and adaptations.

Work collaboratively with partners including NHS, housing and the voluntary sector, to achieve the best outcomes for clients.

Provide advice and guidance for example to carers, promoting self-purchase, health promotion, and support carers to continue to optimise independence.

Identify and refer any safeguarding concerns to the relevant locality team to ensure that clients are fully supported,

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discussing with the line manager as required.

Maintain continual professional development (CPD) to support professional registration (HCPC) and ensure the delivery of a high standard of service.

Create and maintain accurate, up to date client records, including case notes and assessments, ensuring that electronic client record work steps are proactively completed.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Occupational Therapy Team Managers.

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

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### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

# Person specification

## Qualifications

- Degree in Occupational Therapy.
  - HCPC registered
  - Current enhanced adult and children DBS disclosure
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## Knowledge

- Excellent knowledge of the application of relevant legislation, including the Care Act and, statutory guidance, standards and procedures related to adult social care.
  - Excellent understanding of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories.
  - Demonstrable knowledge of the Mental Capacity Act and undertaking Mental Capacity Assessments.
  - Working knowledge of GDPR, data protection and confidentiality issues.
  - Knowledge of the local resources available in the community
  - Working knowledge of the Occupational Therapy needs of a range of people including those with a physical disability, older people, a neurological condition, learning disability and mental health issues.
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## Experience

- Able to develop and sustain effective professional relationships with other professionals and organisations.
  - Significant experience in undertaking direct work with adults and their families and carers using a range of evidence-based models.
  - Significant experience in moving and handling, major and minor adaptations, enablement, housing needs assessments and complex equipment.
  - Demonstrable ability to analyse and interpret complex information and situations, developing solutions and plans for the medium term and adopting an imaginative and innovative approach.
  - Experience of carrying out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
  - Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance.
  - Experience to supervise other staff and students.
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## Skills

- Excellent observational and functional assessment skills.

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- Ability to communicate to a high standard verbally and in writing, and to produce and present reports of high quality and present complex/sensitive information in an understandable way, to a range of audiences.
- Ability to prioritise workload and work effectively under own initiative and as part of a team.
- IT skills and effective use of Microsoft Office programs.
- The ability to engage effectively with adults and their families and carers.
- Demonstrate sound professional judgments and be accountable for actions.
- Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery.
- Full driving licence (valid for use in the UK) and access to a car.
- Ability to travel across Medway in a timely and flexible manner to ensure that the needs of the service are met.
- Ability to plan projects and tasks in a structured way; monitoring progress against plans and can embed these into working practice.
- Demonstrates the ability to deal with a significant level of work-related pressure, for example from deadlines, interruptions, or conflicting demands.