

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Occupational Therapist Equipment and Adaptations
DIRECTORATE	Children and Adults
SERVICE	0-18 Disability Service
RESPONSIBLE TO	Group Manager (0-18 Disability Service)
GRADE	Range SW2

MAIN PURPOSE OF JOB

To contribute to the delivery of highly effective Occupational Therapy in the 0-18 Disability Team to enable children and young people with disabilities to achieve positive outcomes.

The service is delivered using a strength based personalised approach and requires the undertaking of quality OT assessments, the use of clinical reasoning to identify appropriate solutions and interventions to improve independence and safety of service users, making use of a range of equipment/enablement techniques and/or minor and major adaptations utilising available resources such as Disabled Facilities Grants.

To work in partnership with external and internal teams to provide interventions to service users, maximising independence within the community and thus improving quality of life of service users.

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc 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 Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

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

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ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
Qualified Occupational Therapist and HCPC Registered	Application
Full Driving Licence	Application
Enhanced DBS	Application
ICT skills to include Microsoft Office Word	Application
EXPERIENCE	
Demonstrable post qualification experience in OT (<i>Desirable</i>)	Application/ Interview
Supervisory experience of non-qualified staff/students (<i>Desirable</i>)	Application/ Interview
Proven experience of working on complex cases independently	Application/ Interview

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Proven experience and knowledge with manual handling casework	Application/ Interview
Experience and knowledge of specialist activities of daily living equipment.	Application/ Interview
Demonstrable experience of working with children and young adults with disabilities and their families (<i>Desirable</i>)	Application/ Interview
An understanding of safeguarding issues for vulnerable children and young adults with additional needs	Application/ Interview
SKILLS	Assessment Method
Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation.	Application/ Interview
Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.	Application/ Interview
Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.	Application/ Interview
Ability to monitor the effects of decisions, taking account of risks and being prepared to take ownership of actions, and modify own and others work practices where necessary.	Application/ Interview
An awareness of the need to ensure cost effective decision making and responsible use of public money.	Application/ Interview
PERSONAL QUALITIES	
Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs and can take the initiative to work with other agencies where necessary.	Application/ Interview
Demonstrable experience of coping well under pressure and difficult situations, being able to identify and act on own development needs.	Application/ Interview
Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.	Application/ Interview
Ability to demonstrate an understanding of how teams work with other services and takes a proactive approach towards helping others.	Application/ Interview

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

Post holder will be line managed by the 0-18's Disability Service Group Manager.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be able to work independently on complex cases in a multi-disciplinary setting with own initiative. The post holder will also be able to work as part of a team, including joint working with Social Work colleagues within the service.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

To supervise OT students and non-qualified staff.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will establish formal and informal links with partner agencies and colleagues within the council.

External Contacts:

Hospital trusts, Mental Health trusts, GP's, Community Health Services, Private and Voluntary Sector Providers, Community groups, Community equipment loan store, Peabody, Housing Associations, Private Landlords, Domiciliary care agencies.

Internal Contacts:

Vulnerable children and adults referred to SW/Other teams /sections of Medway Children and Adults Services, Children's Social care, Housing, Legal Services, Workforce Development and Organisation Change, Partnership Commissioning, Finance, Customer Contact including Finance Assessment Officers and Community Safety Partnership.

FINANCIAL ACCOUNTABILITIES

Ordering equipment/Minor works

Obtaining quotes

Recommendations for Disabled Facilities Grants

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments.

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