

Job Description

Job title	Senior Occupational Therapist
Directorate	PEOPLE : Children and Adults
Division	Adult Social Care
Range	Choose an item. SW3
Reports to	Occupational Therapy Team Manager

Main purpose of the job:

Support the OT Team to empower Medway residents to maintain their independence through early interventions that provide holistic, person-centred strength-based assessments and interventions.

Provide support to OT staff and also manage allocated complex cases including strengths based occupational therapy assessments within the following areas: manual handling, major and minor adaptations, reablement, housing and care package reviews.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Determine service gaps and redeploy occupational therapy resources accordingly to meet business needs, . Demonstrate a flexible and adaptable approach to support service development, ensuring that alternative ways of working and a positive culture are embedded within the team. To be pragmatic, driven and solution focused and be willing and able to bring about change where necessary for the team and individuals we support.

Take an active lead role in service and staff development, identifying areas needing improvement and presenting and implementing action plans which will facilitate optimal performance; ositive risk taking is encouraged within supervision.

To work closely with colleagues within the council and partners ensuring that person centred outcomes are met in ways which utilise available resources as effectively as possible within budgetary constraints.

Provide professional and clinical oversight to Occupational Therapy staff, ensuring quality formal and informal supervision to both qualified and unqualified staff, and that quality assurance processes are

in place to support and develop staff, drive performance and deliver quality outcomes. This may include developing tailored action plans for individual team members.

. Ensure robust personal supervision To provide quality formal and informal supervision to both qualified and unqualified staff, ensuring the team's performance and quality meet and maintain excellent standards, and developed as needed. To develop tailored action plans for individual team members.

To actively promote and support Occupational Therapy students and apprentice placements within the team.

To promote and support the Council's policies and procedures for safeguarding. To carry out duties and work at all times in a way that ensures the safeguarding and welfare of individuals that we support.

To actively support and manage OT Duty service and lead on managing lone working procedures.

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.

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

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 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.

Accountabilities to Adults

Accountabilities to the Adults we work with:

- Be a good listener.
- Be non-judgemental.
- Be responsive.
- Be understanding.
- Be honest.
- Be focused.
- Be realistic.
- Be a good time keeper.
- Be resourceful in your approach.

Be ambitious and professionally curious for adults with care and support needs and promote others to share the same drive.

Make no decision about me without me.

Organisation:

This role reports to the <Occupational Therapy Team Manager>.

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

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

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- A recognised professional Occupational Therapy qualification and to be registered with the HCPC.
- Satisfactory check through the Disclosure and Barring Service.

Level B

- Evidence of a range of CPD activities/ ongoing continuous professional development in accordance with HCPC.

Level C

Knowledge

Level A

- Knowledge to support team members with safeguarding queries and actioning as appropriate.
- Knowledge in the application of relevant legislation, statutory guidance, standards, and procedures relating to Adult Social Care including the Care Act 2014, Mental Capacity Act 2005, and housing legislation.
- Knowledge and understanding in the application theoretical frameworks relevant to Occupational Therapy.
- Comprehensive knowledge of the prevention and enablement agenda.
- Knowledge and understanding the importance of attending performance clinic and use of the dashboard.
- Knowledge of General Data Protection Regulations.
- Knowledge of the Equality Act 2020 and principles of anti-discriminatory practice.
- Understands equality and diversity and how this affects service users and staff.

Level B

- Up to date knowledge and understanding of changes to legislation and practices across the social care sector.

- To have relevant knowledge in using information, data, and technology e.g. Mosaic reports, ASC B&I dashboard, Power BI, and spreadsheets etc.
- Knowledge and understanding of clinical reasoning in relation to complex cases and support and guide team members.
- Knowledge in understanding risk management and applying risk mitigation for their own cases and to support staff.
- Knowledge and understanding of the OT inquiry officer role within a safeguarding investigation.
- Knowledge and understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes

Level C

- Comprehensive knowledge of a wide variety of funding streams both internal and external to the Council.

Experience

Level A

- Experience of ensuring allocations are completed and rates are maximised per week.
- Provides formal supervision to OTs and newly qualified Occupational Therapists.
- Be a practice educator and provide a placement for 1x OT student at least once every two years.
- Experience of supporting supervisees with their supervisor role
- Experienced in digital literacy to ensure effective service delivery.
- Experienced in supporting the team members with safeguarding queries and actioning as appropriate.
- Experience of promoting strength-based practice and the use of community-based resources

Level B

- Experience of monitoring and managing the differences of individual allocation rates to maintain and improve performance.
- Experienced in actively seeking the removal of barriers that may prevent people accessing services.
- Experience of attending performance meetings and achieving a good understanding of performance using the dashboard.
- Experienced in providing formal supervision and successfully addressing moderate performance issues.
- Experienced in being an Inquiry Officer for safeguarding cases.

Level C

- Experienced in identifying and where appropriate addressing capability concerns and develop action plans with support from HR and Team manager.
- Experience of developing and implementing training / upskilling of the team

- Experience in identifying and mitigating risks to individuals on your own caseloads and for those you supervise.
 - Experienced in using sound judgement in decision making
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Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving valid for use in the UK and access to own transport for work purposes
- Ability to apply relevant legislation, statutory guidance, standards, and procedures relating to Adult Social Care/OT.
- Ability to respond to changing priorities throughout the working day.
- Can promote resilience, emotional and physical well-being of team members
- Ability to communicate complex information effectively across the team and with other partners in written and verbal format.
- Ability to identify and escalate complex situations where significant levels of uncertainty are present and potential, or conflict exists.
- Promotes and embeds the use of community partner and charity organisations.

Level B

- Ability to manage and make decisions in complex situations where significant levels of uncertainty are present and potential, or conflict exists.
- Ability to be analytical and confident to implement solutions with case work.
- Ability to consider budget implications while meeting essential assessed outcomes
- Ability to use clinical reasoning skills to inform complex decisions in their own cases and supporting their supervisees.
- Can identify areas for development across the team, participating in developing, implementing training/ upskilling of the team.
- Support their supervisees to use professional judgement and analytical skills to inform complex judgements and decisions in their own cases.
- To apply and provide challenge for requests to fund specialist equipment

Level C

- To be an expert user of the ASC performance dashboard and proactively identify and action areas of poor performance.
- Ability to supervise and manage staff who have capability issues or ill health alongside the team manager.
- To be proficient with Microsoft Teams: including updating documents and ensuring documents and data are in line with policy within your areas.

- Ability to implement ideas and innovations which impact positively on the service.
- Take a lead in developing CPD sessions.
- Ability to deputise for the team manager at relevant meetings.
- Ability to Identify efficiency savings and opportunities for cost reduction.



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