Role Profile

Job Title:	**Occupational Therapist – Older adults/Physical disabilities**
Location:	**Colindale**
Department:	**Occupational Therapy Teams**
Directorate:	**Communities, Adults and Health**
Grade:	**Grade I**
Salary Range:	**£44,184 - £48,519**
Reports to:	**Team Manger/ Lead Practitioner**

Job Purpose:

- To provide a quality Occupational Therapy service to adults arising out of the Council's duties and powers under legislation and in accordance with divisional and area policy, procedures, guidelines and the professional practice standards for Occupational Therapists.
- To provide appropriate, professional Occupational Therapy assessments of older people, adults with physical and sensory needs or learning disability and carers with a focus on meeting the social care outcomes as articulated in the Department of Health's Adult Social Care Outcomes Framework.
- To safeguard adults and carers at risk of harm and promote Making Safeguarding Personal principles and their wellbeing.
- To undertake and review individualised and outcomes-led care and support. To ensure that the wellbeing principles are at the heart of assessment and care and support planning.
- To support people to maintain their health, wellbeing and independence by providing access to good quality information and advice and signposting to local preventative services, with a focus on building their resilience and strengths to stay well and achieve the outcomes that are important to them.

- To promote a culture of continuous development and professional development including to enhance the quality of practice and staff wellbeing.

1.	**Role Specific Responsibilities**
1.1	To conduct or support individual assessments or facilitate and promote selfassessments using the appropriate tools and techniques in order to establish clear, relevant, proportionate, cost effective and appropriate options for the individual.
1.2	Based on individual structured assessments and in line with an enablement and strengths based approach, plan and set up appropriate personalised and outcomeled care and support plans that maximise long-term independence and choice and minimise ongoing support and whole life cost of care for that person.
1.3	Conduct risk assessments with adults and carers, in line with eligibility criteria and Mental Capacity legislation. Risk assessments will include specialist assessments of manual handling where appropriate.
1.4	To conduct Mental Capacity Act assessments in line with statutory guidance and ensuring adults are provided with the opportunity to demonstrate capacity wherever possible.
1.5	To manage an allocated caseload in compliance with statutory requirements, Council policy, professional best practice and with regard for individual choice.
1.6	Liaise with, establish and maintain effective working relationships with other local services, specialist teams, ICB and Hospital Trusts and the voluntary and community sector relevant to the needs of the adult in order to deliver a holistic and seamless service.
1.7	Refer appropriate cases and seek the support of other specialist teams and professionals and, conversely, provide professional OT support and advice to others.
1.8	Value and encourage the contribution of adults and their advocates, relatives, carers and support workers where appropriate, to ensure that they are engaged in the assessment, support and review process.
1.9	Set up minor or major equipment and/or adaptations (including care technology) providing general Occupational Therapy support and advice. Order equipment via equipment ordering portal for equipment providers for Barnet.

1.10	Maintain a thorough understanding of available local provision and make appropriate recommendations and action referrals to other specialist teams and providers, including prevention services.
1.11	To promote the use of direct payments where appropriate, and understand the role of financial assessments, and provide information and advice and guidance so that people can be supported in exercising choice based on assessed risk and expected outcomes. Support them in navigating through the appropriate procedures.

1.12	Work with the Brokerage team to procure care and support including equipment and adaptations. Work with the contract management team to provide expert feedback about the use of the equipment providers and services.

1.13	Act as “trusted assessors” for defined areas of the care and support plan subject to appropriate training and competency, in line with the objective of reducing case handovers. Identify where care technology can be beneficial and make relevant onward referrals.
1.14	Chair and participate in reviews and meetings attended by people who use services as well as by colleagues and representatives of other agencies, e.g. ICB and Hospital Trusts, community and voluntary sector, police.
1.15	Monitor and carry out timely, regular and frequent reviews of people’s care and support plans, equipment and adaptations, in compliance with service targets.
1.16	Represent the service at external meetings; prepare papers, draft and present statements and reports as required.
1.17	Take responsibility for the administrative processes associated with dealing with cases in accordance with service procedures, standards and targets.
1.18	Maintain up to date, accurate and timely records of communication, decisions, actions and outcomes relating to cases in line with the processes, standards and systems of the Council.
1.19	Take responsibility for promoting and safeguarding the welfare of people who come into contact with the service, in full compliance with Barnet procedures and that the principles are embedded in all practices, advice, decisions and support associated with this role. To ensure that the Safeguarding policy and procedures are understood and adhered to, undertaking enquiries in line with training and guidance, as required.
1.20	Where appropriately trained and competent, to act as a Best Interest Assessor in relation to assessments for Authorisations under the Deprivation of Liberty safeguards as required.

1.21	To act as lead in a relevant specialist area relating to the service user group where appropriate, (such as HIV, Asylum, hearing and visual needs).
1.22	Ensure compliance with policies and procedures of Communities Adults and Health, and those of any partner agencies, are followed, and that the service is always delivered in accordance with professional standards, policy and practice and the relevant statutory and regulatory frameworks.
1.23	Assist with monitoring and evaluating the effectiveness of the service and contribute to the development of service improvements through participation and involvement in local and central team meetings, supervision, training, conferences and other forums.
1.24	Work flexibly and respond positively to changing business and adults needs and carry out any other duties within the scope of the nature and grade of the post, as directed by the line manager.
1.25	Work to defined service quality standards to achieve excellence in communication, customer care, managing risk and delivering outcomes to defined targets, objectives and performance indicators.
1.26	Understand the budgetary framework and context of the role to ensure that the service delivers value for money and cost effective solutions and options within defined budgetary constraints.
1.27	Recommending minor adaptions in line with delegated authority and obtaining quotes for minor adaptions with support from equipment providers and their subcontractors.
1.28	Advise the team manager on a regular basis of casework plans and developments and to seek authorisation in line with divisional delegated powers

2. Key accountabilities:

- To provide supervision to Assessment and Enablement Officers.
- To support other members of the team as required.
- Provide professional support to staff within and across teams and participate in delivering training/development sessions in area of expertise.
- To be responsible for Continual Professional Development (CPD)_in order to remain professional registration. To keep up to date with key legislative changes and good practice guidance and developments.

3. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

4. Promotion of Corporate Values To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	**Essential/Desirable**	**Assessed by:**
Professional Membership/Qualification		
Recognised qualification as an Occupational Therapist Registration as an Occupational Therapist with the Health and Care Professions Council	Essential	Application/Interview
Accredited Best Interest Assessor	Desirable	Application/Interview
Experience & Knowledge		
Relevant experience of operating effectively in a Occupational Therapy Role	Essential	Application/Interview
Understanding and experience of operating with a comprehensive assessment framework including self-assessment	Essential	Application/Interview
Experience of undertaking moving and handling assessments and demonstrating the use of equipment including professional advice and support	Essential	Application/Interview
Experience of providing specialist equipment and major adaptations	Essential	Application/Interview

Experience of preparing clear and accurate correspondence, reports and other written documentation	Essential	Application/Interview
Understanding and experience of working with vulnerable adults within a care environment	Essential	Application/Interview
Record of high performance in successfully delivering a customer focused service to demanding targets and objectives.	Essential	Application/Interview
Experience of actively and effectively participating in cross-functional networks and local groups.	Essential	Application/Interview
Support, understand and ability to apply the enablement approach as a means of promoting independence.	Desirable	Application/Interview
Experience of supervising and supporting staff	Desirable	Application/Interview
Knowledge, Competencies and Special aptitudes relevant to job		
Sound, practical understanding of relevant legislation (such as the Care Act, Mental Capacity Act), policies and processes necessary to deliver complex and multiple services to vulnerable adults.	Essential	Application/Interview
Able to demonstrate the use of the full range of relevant equipment.	Essential	Application/Interview
Sound understanding of social care needs of vulnerable adults within the context of the job.	Essential	Application/Interview

Ability and knowledge to represent the Council at external meetings in a professional and competent manner	Essential	Application/Interview

Highly self-motivated with the ability to work effectively on own initiative to challenging deadlines and work demands.	Essential	Application/Interview
Ability to make sound decisions based on information gathered to meet agreed outcomes and possess the judgement to seek advice where required.	Essential	Application/Interview
Ability to establish and maintain strong working relationships with adults, their families, carers and advocates, colleagues, external organisations.	Essential	Application/Interview
Ability to work effectively and collaboratively as part of a wider, multidisciplinary team to deliver to common objectives.	Essential	Application/Interview
Understanding of the national and local influences on the organisation and their implications on the service area.	Essential	Application/Interview
Excellent written and verbal communication skills, with the ability to communicate complex issues clearly, effectively, accurately and appropriately to members of the public, colleagues and senior management.	Essential	Application/Interview
Good understanding of National Eligibility framework. Ability to advise adults and carers on personal budgets, direct payments and selffunding.	Essential	Application/Interview
Ability to contribute to service developments in a culture of continuous improvement and responsiveness to change.	Essential	Application/Interview
Proven competency to handle confidential/sensitive personal information in an appropriate and secure manner in accordance with GDPR and Caldicott principles.	Essential	Application/Interview

Competent in the use of the case management and document management systems with an understanding and	Essential	Application/Interview

acceptance of how this benefits the efficiency, effectiveness and safety of the service.		
Problem solving and analytical skills with a creative, flexible and sensitive approach that delivers a personalised and user led outcomes based solution.	Essential	Application/Interview
Commitment and ability to promote and safeguard the welfare of vulnerable adults.	Essential	Application/Interview
Understanding of and ability to apply the principles of risk management in the context of the job.	Essential	Application/Interview
Ability to work flexibly and embrace mobile working to meet the needs of the service.	Essential	Application/Interview
Understanding of and ability to apply the Service's commissioning agenda.	Desirable	Application/Interview
Specialist area of knowledge within Occupational Therapy.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and	Essential	Application/Interview
support others with their learning and development where I can		
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview