

Job Profile

Position Details	
Post	Occupational Therapist
Service Area	Directorate/Business Unit/Service/Section/Team
Reports to	Assistant Team Managers of First Response, Hospital and Reablement and Assessment Services
Grade	PO3C
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To be a key member of the Access and Independence Service, working with Haringey residents to encourage independence and integration for residents across the borough, in line with the Adult Social Care vision. 2. To support your team managers to deliver a high-quality service, in order to improve outcomes of residents across the borough. 3. To act in line with the Haringey values; Human, Ambitious, Accountable and Professional 4. To provide professional supervision to Occupational Therapy Assistants and students.

Main Responsibilities
<ol style="list-style-type: none"> 1. <u>ASSESSMENT</u> <ol style="list-style-type: none"> 1.1 To provide an initial assessment of service users with complex care and therapy needs across the teams within the Access and Independence Service: First Response, Reablement and the Assessment Service 1.2 Support service users to set client centred goals to promote independence and wellbeing in the home environment 1.3 Assessment and provision of equipment to improve independence with activities of daily living. 1.4 Assessment for major/minor adaptations (including completing accurate specifications) to home environment to enable independence and reduce risk of injury. 1.5 Manual handling assessment to reduce risk of injury to service users and carers and where feasible reduce packages of care for single handed care. 1.6 To support the duty manager to triage referrals to in order to ensure that the appropriate pathways into Adult Social Care are identified. 1.7 To provide urgent home visits when required, either to facilitate timely discharges from hospital or following functional deterioration of service users in the community.

- 1.8 To identify long term care needs when required, considering alternative services that can meet service user's care and support needs, and to present costings to weekly Care Authorisation Panel.
- 1.9 To identify Safeguarding concerns, complete thorough risk assessment and refer where appropriate to services to manage risk of harm to service users.
- 1.10 To assess capacity and ability to make informed decisions relating to assessment process as per Care and Mental Capacity Act.
- 1.11 To complete carers assessment to support informal carers in their role and manage risk of carer breakdown
- 1.12 To identify service users appropriate for Continuing Health Care to manage complex health needs

2. PROVISION OF SERVICES AND INTERVENTIONS

- 2.1 Facilitate service user choice and empowerment through promoting independence, the timely provision of information, advice and support using evidence-based interventions to ensure service users maintain independence for as long as possible.
- 2.2 Identify situations where service users are deemed to be at risk, including situations where people may be neglected or abused in accordance with the Inter-Agency Policy and Procedures for Safeguarding Adults
- 2.3 Ensure the highest level of data quality for all information recorded, ensuring that the information is consistently timely, accurate and complete to ensure the service meets the Professions and statutory recording requirements, including case recording on Mosaic.
- 2.4 To complete timely referrals and case transfers to other team members where appropriate.
- 2.5 To recommend the use of equipment and to teach alternative methods of carrying out everyday functions to enable service users to lead as full a life as possible.
- 2.6 To ensure cost effective service provision and make recommendations for specialist equipment and adaptations in accordance with eligibility criteria and departmental guidelines.
- 2.7 To work with other service user groups i.e. people with mental illness, learning difficulties, paediatrics and those requiring education in social skills.
- 2.8 To undertake the responsibility for ensuring that performance targets are met.
- 2.9 To provide high quality therapy interventions and conduct goal reviews, carry out tasks, manage and record the progress and; when required, supporting the Team and Managers in running the service.
- 2.10 To independently manage a caseload, utilising effective prioritisation, delegation and time management skills to enable effective throughput of service users.

2.11 To recommend where appropriate, on suitable re-housing for service users with disabilities.

3. CONSULTATION/LIASION

3.1 To promote the service to other organisations and appropriate personnel

3.2 To liaise with relevant voluntary organisations.

3.3 To provide guidance and information concerning Occupational Therapy service provision to other agencies, e.g. Housing Associations, Carer Agencies.

3.4 To maintain effective working relationships across services within Adult Social Care, as well as other specialist agencies including Acute Hospital NHS trusts, Mental Health service, D/Ns, GPs, voluntary organisations and independent care service providers.

4. ADMINISTRATION

4.1 To keep accurate and up to date case records and written reports using council's IT systems and in line with statutory and local protocols.

4.2 Professional liaison with others outside the council as required.

4.3 To ensure confidentiality on all matters relating to service users and information obtained during employment, and not to release such information to anyone else other than those acting in an authorised official capacity in accordance with the Data Protection Act and Caldicott Guidance.

5. TRAINING AND SUPERVISION

5.1 To provide regular supervision and participate in the professional development of OT Assistants and other junior members of the team

5.2 To participate in and assist with performance appraisal, in-service training and projects that contribute to the development of the team.

5.3 To act as a skills resource for other professionals across Adult social care and partner services when required

5.4 To assist in training of Occupational Therapy students.

5.5 To participate in staff induction programmes.

6. OTHER REQUIREMENTS

6.1 To recommend changes in the Occupational Therapy role and service where appropriate.

6.2 To exercise responsibility under the Health and Safety at Worker Act the provisions contained thereof.

6.3 To have a knowledge of and keep up dated with Community Care Legislation.

6.4 To uphold and further the Council's Equal Opportunities policies and to deliver effective and appropriate services fairly without discrimination.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Diploma of Occupational Therapy/B.sc. Occupational Therapy.	Essential
2. State Registration	Essential
3. Undergraduate or post qualification experience in completing therapy assessments and interventions in a variety of clinical settings	Essential
4. To show an ability to manage risk and identify potential risk to service users.	Essential
5. Ability to present information and undertake written reports	Essential
6. Ability to communicate and consult effectively with a wide range of service users and professionals.	Essential
7. Ability to provide leadership to a team when required.	Essential
8. Ability to set and achieve team work targets informed by Departmental objectives	Essential
9. Ability to undertake written holistic therapy assessment and set client – centred goals with service users	Essential
10. Experience in completing manual handling assessments.	Essential
11. Experience working in an multi-disciplinary team	Essential
12. Knowledge of statutory social care legislation and practice.	Essential

13. Understanding and awareness of current issues in social care.	Essential
14. Demonstrate commitment to equalities in employment and service provision.	Essential
15. Evidence of post qualification training or CPD practice	Desirable
16. Post qualification experience in a local authority setting, or in acute or community health settings.	Desirable
17. Managing the performance, development and review of staff in order to meet Departmental obligations	Desirable
18. To show evidence of managing difficult conversations with service users or their carers or families	Desirable
19. To show awareness of budget constraints within therapy services.	Desirable
20. Assessment and clinical reasoning for minor and major adaptations (including completing specifications)	Desirable
21. Knowledge/ experience of human resource and performance management	Desirable

Main Contacts & Other Information
<p><u>Main Contacts:</u> Maria Hackett maria.hackett@haringey.gov.uk 0208 489 1616 Melissa Cardoso Melissa.cardoso@haringey.gov.uk 0208 489 1616 Pauline Walker-Mitchell Pauline.walker-mitchell@haringey.gov.uk 0208 489 1655 Busayo Elebede Busayo.elebede@haringey.gov.uk 0208 489 5311</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	Yes	10%
Walking more than a mile.	No		Manual handling.	Yes	50%
Working alone or in isolation.	Yes	50%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	Yes	10%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	25%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	50%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Yes – manual handling equipment for service users, and office equipment
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
<p>Yes – Mosaic + Rio systems</p> <p>The post holder is expected to keep accurate and up to date case records and written reports using the Mosaic system, in line with statutory and local protocols.</p> <p>To ensure confidentiality on all matters relating to service users and information obtained during employment, and not to release such information to anyone else other than those acting in an authorised official capacity in accordance with the Data Protection Act and Caldicott Guidance.</p>
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No