**London Borough of Bexley**

**Job Description Questionnaire**

**Management Group: Place**

**Department/Section: Regulatory Services**

**Job title: Grants Occupational Therapist (Paediatric)**

**Reports to: Senior Housing & Paediatric Occupational Therapist**

**Post holders name (if applicable):**

**CAREER GRADE**

**GRADE BEXLEY 11**

**Purpose of the Job**

To provide a housing occupational therapy service within the London Borough Of Bexley to support a range of vulnerable residents using a person-centred approach, focusing on the wellbeing, prevention, choice and control for individuals and maximising their independence.

To work primarily with children but also on occasion adults, to carry out functional assessments of their needs within the home and to plan how to meet these needs using the full range of available resources, with the aim of supporting them to be as independent as possible. To promote the use of specialist OT knowledge in the provision of cost effective and cost-efficient assessment, intervention, and support for long term care needs.

To undertake functional assessments of Bexley children to identify and prescribe major and minor disability adaptations to the residents property.

To undertake housing assessments for the disabled client group to assess mobility banding, housing needs and other considerations to help facilitate rehousing.

To make professional judgements in the context of the relevant legal and policy frameworks.

To provide advice and mentoring for the Grants Team Advanced Trusted Assessors for non-complex assessments and adaptations.

(Occupational Therapists are required to adhere to the Royal College of Occupational Therapy Code of Ethics & Professional Conduct and the Heath & Care Professional Council Standards of Proficiency (Code & Standards) within their role. An understanding of the practice areas appropriate to the level of Occupational Therapist is an integral part of this role.)

**Principle Accountabilities and Responsibilities**

**Clinical**

You will provide community Occupational Therapy for the client group residing in the London Borough of Bexley.

You will conduct housing assessments for childrens or adult cases and make recommendations around rehousing requirements where relevant.

You will functionally assess individuals to identify environmental constraints that impact the person’s independence in daily tasks within their living environment.

You will use a strength based personalised approach to enable individuals to achieve their life roles within their home environment.

You will recommend home adaptation solutions, in order to facilitate independence and/or improve quality of life, in accordance with Departmental policies and current legislation.

You will complete OT specifications for major adaptation works for owner occupier, housing association, council and privately rented properties in line with the Housing Grants, Construction and Regeneration Act 1996.

You will assist in undertaking joint feasibility visits with Grants buildings surveyors to help ascertain likely potential adaptations on cases and assist the surveyor as required in working up proposed schemes.

You will provide specialist OT guidance to the housing project workers/advanced trusted assessors as required (all ages)

You will teach, liaise and provide advice about compensatory principles and techniques to support independence.

Where required, you will work in partnership with housing associations to review completed major adaptation works. If there are problems with the completed works, to make further recommendations and review as necessary.

You will assess children and adults to determine their needs, considering the needs of carers, and to devise action plans to promote independence and to reduce risk.

You will recognise and act on safeguarding concerns relating to children with care and support needs. To identify and raise safeguarding concerns relating to children and adults with care and support needs.

You will arrange for provision of equipment including seating/moving and handling equipment to children and adults, demonstrating its correct use and training to parents and informal carers.

You will identify minor and major adaptations that are required to the home and advise on the adaptation process and liaise with the relevant professionals to ensure that proposed adaptations meet the need and are best value.

You will assess the needs of children and young people being placed with foster carers, including short term breaks, to assess the suitability of potential property and to provide equipment and advice as appropriate.

You will identify the need for specialist equipment and arranging such provision.

You will undertake risk assessments and care plans.

You will be a lead point of contact in relation to any priority adaptations to the home required to facilitate discharge from hospital.

You will manage a caseload of people of all ages (predominently children) who have functional problems.

You will provide, fit, demonstrate and evaluate specialist equipment and advise about the design of individually made equipment where none is commercially available.

You will provide, demonstrate and evaluate adaptations to Bexley residents, including advising people about Disabled Facilities grants and/or other funding arrangements.

You will identify the need for involvement from other agencies and referring on, as appropriate.

You will liaise with all other services and agencies involved with service users, including participation in case conferences where appropriate.

You will undertake a case co-ordinating/case management role where required within the Local Care Networks multidisciplinary team

You will attend Integrated Care monitoring meetings as required

You will take responsibility for keeping own continuous professional development

You will review service users’ needs following assessment and service provision

**Teaching, Advisory and Liaison**

You will assist with teaching, liaising, and providing advice on issues relating to disability to a wide range of statutory and voluntary agencies as required

You will assist with lectures and demonstrations, including in-service training about disability, intermediate care, assessment, rehabilitative techniques, and available resources.

You will provide specific advice about housing options and adaptations to service users, carers and other relevant people.

You will provide advice and support to other caseworkers in the department about funding disability adaptations and subsequent service provision to clients.

You will provide professional guidance to support staff, to ensure that a high quality of service and competence is maintained.

You will supervise Occupational Therapy students by designing work programmes and evaluating performance as required.

**Professional and Administrative**

You will assist in the development of a comprehensive and effective Housing Occupational Therapy Service, including recording of statistics and suggesting implementations to improve service delivery.

You will maintain comprehensive casework records, writing accurate and professional assessments and reports, and dealing with relevant correspondence.

Any other duties that may be required.

***Progress****i****on onto Grade BEXLEY13 will be by appraisal and will be competency based following review by the Grants Manager and Senior Housing Occupational Therapist.***

**CAREER GRADE**

**GRADE BEXLEY 13**

**Purpose of the Job**

To provide a housing occupational therapy service within the London Borough Of Bexley to support a range of vulnerable residents using a person-centred approach, focusing on the wellbeing, prevention, choice and control for individuals and maximising their independence.

To work primarily with children but also on occasion adults, to carry out functional assessments of their needs within the home and to plan how to meet these needs using the full range of available resources, with the aim of supporting them to be as independent as possible. To promote the use of specialist OT knowledge in the provision of cost effective and cost-efficient assessment, intervention, and support for long term care needs.

To undertake functional assessments of Bexley children to identify and prescribe major and minor disability adaptations to the residents property.

To undertake housing assessments for the disabled client group to assess mobility banding, housing needs and other considerations to help facilitate rehousing.

To make professional judgements in the context of the relevant legal and policy frameworks.

To provide advice and mentoring for the Grants Team Advanced Trusted Assessors for noncomplex assessments and adaptations.

To undertake a lead role in a specialist area of professional practice as requested by the

Team Manager and to take every opportunity to develop the required knowledge base to

advise the Department accordingly.

(Occupational Therapists are required to adhere to the Royal College of Occupational Therapy Code of Ethics & Professional Conduct and the Heath & Care Professional Council Standards of Proficiency (Code & Standards) within their role. An understanding of the practice areas appropriate to the level of Occupational Therapist is an integral part of this role.)

**Principle Accountabilities and Responsibilities**

**Clinical**

You will provide community Occupational Therapy for the client group residing in the London Borough of Bexley.

You will conduct housing assessments for complex childrens or adult cases and make recommendations around rehousing requirements where relevant.

You will functionally assess individuals to identify environmental constraints that impact the person’s independence in daily tasks within their living environment.

You will use a strength based personalised approach to enable individuals to achieve their life roles within their home environment.

You will recommend home adaptation solutions, in order to facilitate independence and/or improve quality of life, in accordance with Departmental policies and current legislation.

You will complete OT specifications for complex major adaptation works for owner occupier, housing association, council and privately rented properties in line with the Housing Grants, Construction and Regeneration Act 1996.

You will assist in undertaking joint feasibility visits with Grants buildings surveyors to help ascertain likely potential adaptations on complex cases and assist the surveyor as required in working up proposed schemes.

You will provide specialist OT guidance to the housing project workers/advanced trusted assessors as required (all ages)

You will teach, liaise and provide advice about compensatory principles and techniques to support independence.

Where required, you will work in partnership with housing associations to review completed major adaptation works. If there are problems with the completed works, to make further recommendations and review as necessary.

You will assess children and adults to determine their needs, considering the needs of carers, and to devise action plans to promote independence and to reduce risk.

You will recognise and act on safeguarding concerns relating to children with care and support needs. To identify and raise safeguarding concerns relating to children and adults with care and support needs.

You will arrange for provision of equipment including seating/moving and handling equipment to children and adults, demonstrating its correct use and training to parents and informal carers.

You will identify minor and major adaptations that are required to the home and advise on the adaptation process and liaise with the relevant professionals to ensure that proposed adaptations meet the need and are best value.

You will assess the needs of children and young people being placed with foster carers, including short term breaks, to assess the suitability of potential property and to provide equipment and advice as appropriate.

You will identify the need for specialist, complex equipment and arranging such provision.

You will undertake risk assessments and care plans.

You will be a lead point of contact in relation to any priority adaptations to the home required to facilitate discharge from hospital

You will manage a caseload of people of all ages (including children) who have complex functional problems.

You will provide, fit, demonstrate and evaluate specialist equipment and advise about the design of individually made equipment where none is commercially available.

You will provide, demonstrate and evaluate adaptations to Bexley residents, including advising people about Disabled Facilities grants and/or other funding arrangements.

You will identify the need for involvement from other agencies and referring on, as appropriate.

You will liaise with all other services and agencies involved with service users, including participation in case conferences where appropriate.

You will undertake a case co-ordinating/case management role where required within the Local Care Networks multidisciplinary team

You will attend Integrated Care monitoring meetings as required

You will take responsibility for keeping own continuous professional development

You will review service users’ needs following assessment and service provision

**Teaching, Advisory and Liaison**

Advising the Occupational Therapists and assistants in the team about issues relating to agreed specialist area of professional development.

You will teach, liaise, and provide advice on issues relating to disability and area of

specialism to managers of a wide range of statutory and voluntary agencies, in order to

improve services for client group.

You will give lectures and demonstrations, including in-service training about disability, intermediate care, assessment, rehabilitative techniques, and available resources with particular emphasis on agreed specialist areas.

You will provide specific advice about housing options and adaptations to service users, carers and other relevant people.

You will provide advice and support to other caseworkers in the department about funding disability adaptations and subsequent service provision to clients.

You will provide professional supervision and training to support staff, to ensure that a high quality of service and competence is maintained.

You will supervise Occupational Therapy students by designing work programmes and evaluating performance as required.

You will participate in team and departmental meetings.

**Professional and Administrative**

You will develop a comprehensive and effective Housing Occupational Therapy Service, including formulating and interpreting statistics. Reviewing existing procedures for service

delivery, and recommending and implementing improved solutions, in order to meet

service development objectives.

You will maintain comprehensive casework records, writing accurate and professional assessments and reports, and dealing with relevant correspondence.

Any other duties that may be required.

*This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.*

**CAREER GRADE**

**GRADE BEXLEY 11**

**PERSON SPECIFICATION ESSENTIAL DESIRABLE**

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|  | Essential | Desirable |
| **Qualifications** | Bsc hons Occupational Therapy |  |
|  | Current HCPC Registration |  |
|  | Specialist knowledge acquired through further training, short courses and experience at post graduate level |  |
| **Knowledge** | Sound clinical experience and knowledge in working with children, adults and older people with physical disabilities and dual physical/mental health disabilities. | An understanding of Housing and Disabled Facilities Grants. |
|  | Knowledge of current legislation and government policy and how it affects the provision of services to adults and elders with disabilities | Understanding of Safeguarding Children processes |
|  | Evidence of continuing professional development, post registration education and training |  |
|  | Ability to assess for/review medical devices & other rehabilitative equipment for clients, carers and others. This includes safe handling, fitting and demonstration |  |
|  | Ability to work with clients and carers who may have challenging behaviours and /or who are verbally abusive |  |
|  | Ability to demonstrate an expertise in a particular area of Occupational Therapy practice or preventative work |  |
|  | Demonstrate ethical reasoning and critical reflection through accurate records and reports |  |
|  | Ability to demonstrate working knowledge of the social model of disability, preventative approaches and resources to enable people to live independently in the community, to work in partnership with service users and other agencies and to recognise and evaluate risk and make appropriate recommendations |  |
|  | Ability to apply clinical governance principles to practice |  |
|  | Ability to work with terminally ill clients and those in distressing social conditions and recognise the emotional stress this can cause. |  |
|  | Ability to work with clients and carers who may have challenging behaviours and / or who are verbally abusive. |  |
|  | Demonstrate ethical reasoning and critical reflection through accurate records and reports. |  |
|  | Ability to assess and act against risks to self, clients and other team members. |  |
| **Experience** | Application of Occupational Therapy process relating to client centred practice | Experience of supervising other staff and students |
|  | Experience of undertaking occupational therapy assessment of need for adults or children and young people disabilities and the assessment of need for minor /major adaptations and equipment |  |
|  | Experience of working within / implementing innovative / improvement based service development |  |
| **Aptitude & Skills** | Ability to manage and lead OT students and team members ensuring team members are performance driven and able to meet targets and outcomes in accordance with organisational requirements |  |
|  | Excellent and effective communication (verbal and written) and negotiation skills at an internal and external level |  |
|  | Ability to produce sound evidence-based strategies within the team |  |
|  | Customer orientated in the delivery of the housing service and the ability to be pro-active and go the “extra mile” |  |
|  | Ability to develop and maintain effective partnerships with a wide range of stakeholders as well as communicate ideas and issues effectively to several stakeholders in a range of circumstances. |  |
| **Expected Behaviours & Values**Organised, motivated, committed and target driven.Be able to set and maintain the highest standards within the team, to build professional relationships with team members, customers, colleagues and other external contacts.Flexible and proactive with a open-minded approach to developing services and sustain relationships with landlords and letting agents. Implementing creative solutions and leading on landlord shows and advertising schemes to increase the team portfolio.Seek, encourage and recognise ideas, initiatives and improvements to deliver better services, actively implement these initiatives.Lead from the front, ensuring transparency and communicating in a straightforward open way, including any investigation relating to staff discipline and liaising with HR and upper management.Build a strong network of collaborative relationships internally and externally.Take quick confident decisions, to move things forward to meet organisation goals.

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| Make strong, timely decisions in a fast-moving environment. |  |

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| **Equal Opportunities** | Equal Opportunities Understand and demonstrate a willingness to promote positively Equal OpportunitiesUndertake all mandatory training relevant to the role and be responsible for your own Continuing ProfessionalismYou will assist and oversee colleagues with induction, training and development of new staff and the section by training on I.T. systems and through mentoring, job shadowing and/or presentations.Full clean driving license needed as this post will be required to travel around the borough and undertake visits. |
| **Training****Car and Driving License** |

**CAREER GRADE**

**GRADE BEXLEY 13**

**PERSON SPECIFICATION ESSENTIAL DESIRABLE**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications** | Bsc hons Occupational Therapy | Membership of a College of Occupational Therapy Specialist Section |
|  | Membership of Royal College of Occupational TherapyHCPC Registered |  |
|  | Specialist knowledge acquired through further training, short courses and experience at post graduate level |  |
| **Knowledge** | Minimum of 2 years sound clinical experience and knowledge in working with adults and older people with physical disabilities and dual physical/mental health disabilities. | Understanding of relevant legislation and social policy and a knowledge of the functional difficulties caused by having a complex condition, and for families of children with complex needs |
|  | An understanding of Housing and Disabled Facilities Grants. |  |
|  | Understanding of Safeguarding Children processes. |  |
|  | Knowledge of current legislation and government policy and how it affects the provision of services to adults and elders with disabilities |  |
|  | Evidence of continuing professional development, post registration education and training |  |
|  | Ability to assess for/review medical devices & other rehabilitative equipment for clients, carers and others. This includes safe handling, fitting and demonstration |  |
|  | Knowledge of legislation relevant to the allocation of social housing. |  |
|  | Ability to work with clients and carers who may have challenging behaviours and /or who are verbally abusive |  |
|  | Ability to demonstrate an expertise in a particular area of Occupational Therapy practice or preventative work |  |
|  | Demonstrate ethical reasoning and critical reflection through accurate records and reports |  |
|  | Ability to demonstrate working knowledge of the social model of disability, preventative approaches and resources to enable people to live independently in the community, to work in partnership with service users and other agencies and to recognise and evaluate risk and make appropriate recommendations |  |
|  | Ability to apply clinical governance principles to practice |  |
|  | Ability to work with terminally ill clients and those in distressing social conditions and recognise the emotional stress this can cause. |  |
|  | Ability to work with clients and carers who may have challenging behaviours and / or who are verbally abusive. |  |
| **Experience** | Ability to manage a complex caseload with indirect supervision |  |
|  | To co-ordinate the housing OT team jointly with the senior OT |  |
|  | Deputise for Senior OT in their absence. |  |
|  | Experience of supervising other staff and students |  |
|  | Experience of using Moving and Handling techniques and assessing for appropriate equipment |  |
|  | Experience of undertaking complex occupational therapy assessment of need for adults or children and young people disabilities and the assessment of need for minor /major adaptations and equipment |  |
|  | Experience of working within / implementing innovative / improvement based service development |  |
|  | Customer orientated in the delivery of the housing service and the ability to be pro-active and go the “extra mile” |  |
|  | Ability to develop and maintain effective partnerships with a wide range of stakeholders as well as communicate ideas and issues effectively to several stakeholders in a range of circumstances. |  |
| **Aptitude & Skills** | Ability to manage and lead OT students and team members ensuring team members are performance driven and able to meet targets and outcomes in accordance with organisational requirements |  |
|  | Excellent and effective communication (verbal and written) and negotiation skills at an internal and external level |  |
|  | Ability to produce sound evidence-based strategies within the team |  |
|  | Customer orientated in the delivery of the housing service and the ability to be pro-active and go the “extra mile” |  |
|  | Ability to develop and maintain effective partnerships with a wide range of stakeholders as well as communicate ideas and issues effectively to several stakeholders in a range of circumstances. |  |
| **Expected Behaviours & Values**Organised, motivated, committed and target driven.Be able to set and maintain the highest standards within the team, to build professional relationships with team members, customers, colleagues and other external contacts.Flexible and proactive with a open-minded approach to developing services and sustain relationships with landlords and letting agents. Implementing creative solutions and leading on landlord shows and advertising schemes to increase the team portfolio.Seek, encourage and recognise ideas, initiatives and improvements to deliver better services, actively implement these initiatives.Lead from the front, ensuring transparency and communicating in a straightforward open way, including any investigation relating to staff discipline and liaising with HR and upper management.Build a strong network of collaborative relationships internally and externally.Take quick confident decisions, to move things forward to meet organisation goals.

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| **Equal Opportunities** | Equal Opportunities Understand and demonstrate a willingness to promote positively Equal OpportunitiesUndertake all mandatory training relevant to the role and be responsible for your own Continuing ProfessionalismYou will assist and oversee colleagues with induction, training and development of new staff and the section by training on I.T. systems and through mentoring, job shadowing and/or presentations.Full clean driving license needed as this post will be required to travel around the borough and undertake visits. |
| **Training****Car and Driving License** |