

Job Description and Person Specification

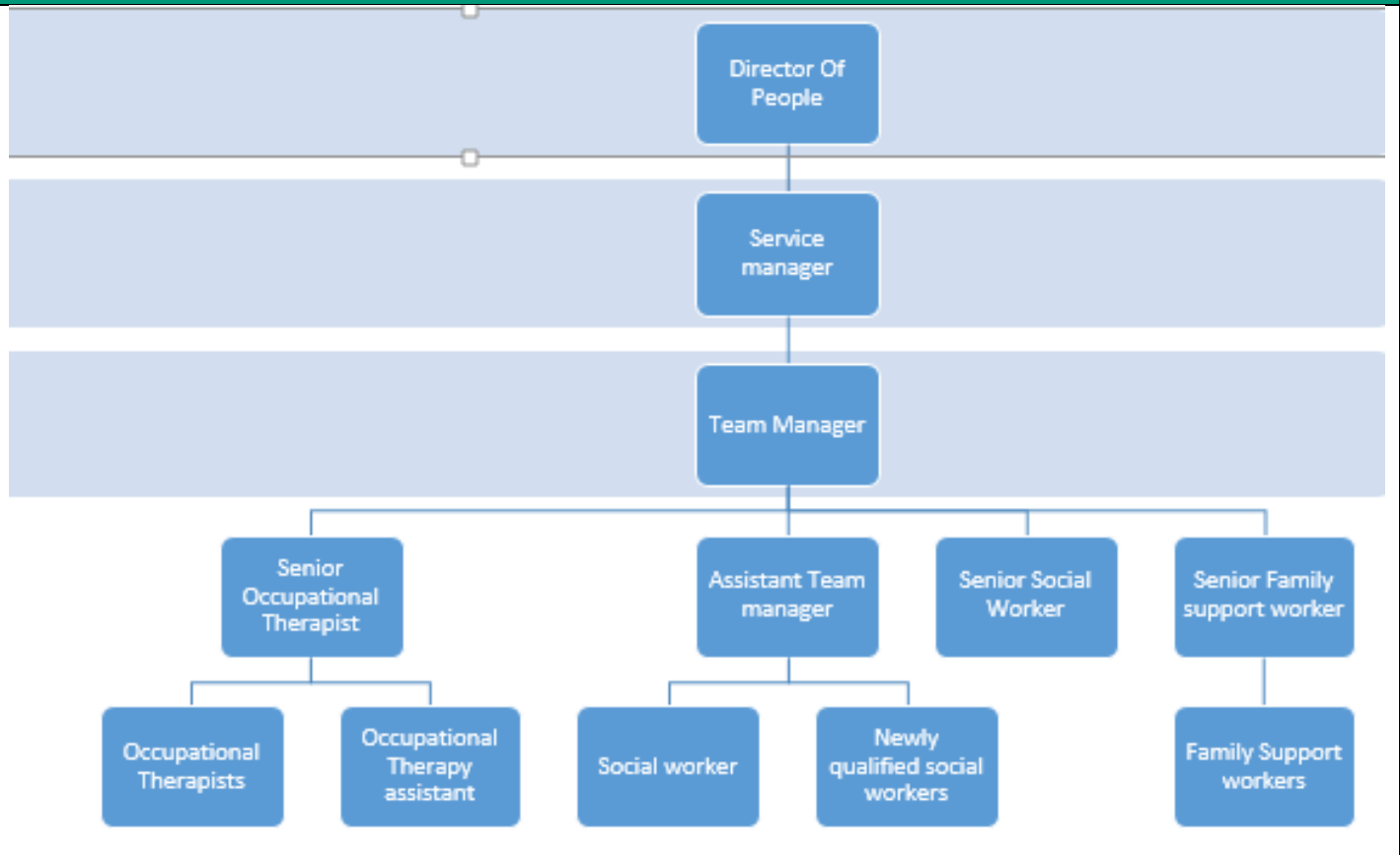
Job title:	Occupational Therapist
Directorate:	Communities
Service:	Education Services
Team:	SEN/DCT
Post number:	03019
Salary grade:	Band H-I
Work location:	Market Street
Reports to:	Assistant Team Manager or Senior Occupational Therapist
Supervises:	None

Job Purpose

1. To work as a member of the SEN/Disabled Children's Team, with the main functions of assessment, leading to: - provision of equipment, recommendations for adaptations, independence training and advice to parents/carers.
2. To work within the context of current legislation and policies.

To work in a flexible manner providing an effective and comprehensive service to children with disabilities and their families.

Structure Chart



Main Duties and Responsibilities

- Arrange and undertake assessment of Occupational Therapy needs in the community and to work collaboratively with children and families to meet the identified needs of individuals and to confirm in writing with the client the agreed goals and actions.
- To involve parents/carers in the process and take into account their needs as well as those of the client.
- To carry a caseload and provide advice, support and advocacy according to OT expertise for clients and parent/ carers, as appropriate.
- To negotiate the delivery of services/ equipment with external providers and other agencies e.g. specialist equipment suppliers, housing associations and Housing.
- To work collaboratively with other professionals around the child and families eg. social workers, physiotherapists and community nurses
- To identify to the Senior OT/Team Manager the level of resources required and where necessary provide clinical reasoning to support provision. To consider cost effectiveness in relation to service delivery.
- To monitor the progress of the written goals and actions taking into account the child's/families views and needs using a flexible approach and review these.
- To participate in other activities which would benefit from the application of OT professional skills, e.g. working parties, special service developments, policy formulation, group work and community development work.
- To inform the management team of specific unmet needs or inadequate budgetary provision and where appropriate seeking alternative sources.
- To complete electronic case records, reports and fulfil departmental procedures and statutory duties within timescales indicated by the service.
- To ensure OT professional standards are met in accordance with HCPC and COT Code of Ethics
- To actively participate in professional supervision
- To support and be involved in the supervision of the OTA.
- To carry out other tasks as require.
- To promote equality as an integral part of the role, treating everyone with fairness and dignity.
- To comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- To adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Environment: The post holder will work in the context of relevant legislation and Children's Services policy and procedures including eligibility criteria. There is a constant demand for OT assessment and response to enquiries.

The environment is subject to frequent change, requiring clarity about priorities when competing demands for resources are made.

West Berkshire has a flexible working policy and lone working in the community is necessary.

Constraints: The post holder will work within West Berkshire Council's and the Communities Directorate's policies and practice.

Relationships: The post holder will have regular contact with children and parents/carers in relation to the provision of advice and services. The post holder will have a range of contacts outside the service area with Health Trusts, Education, Housing, private and voluntary providers

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Professional qualification in Occupational Therapy	E	1
IT Skills	E	2
Degree Level Education	D	1
Experience		
Experience gained within a Local Authority Occupational Therapy Setting.	E	1
Interest in working with children and families in an integrated social work and occupational therapy team	E	2
Experience of Paediatric Occupational Therapy.	D	1
Knowledge and understanding		
Knowledge of relevant legislation and policy issues.	E	1
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Work-related personal qualities		
Ability to work as part of a team.	E	1
Self-motivated and able to work independently to complete tasks.	E	1
Ability to work flexibly and to take responsibility for managing work and time efficiently.	E	2
Good communication skills both written and oral.	E	3
Commitment to working with disabled children and their families.	E	4
Willingness to undertake further training specific to the role of a Paediatric O.T. working within a Disabled Children's Team.	E	5
Other work-related requirements		
Enhanced DBS check	E	1
Must hold a current driving licence and have a car.	E	2
Flexible working hours, including evenings and possibly weekends on occasions.	E	3
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	4