0Northumberland County Council
JOB DESCRIPTION

Post Title: Community Technical Instructor	**Director/Service/Sector:** Adult Services		**Office Use**
Band: 4	**Workplace:**		JE ref: 3947
Responsible to:	**Date: June 2021**	**Job Family:**	

Job Purpose:
To carry out delegated duties, contributing to the planning / maintenance and development of the Occupational Therapy Service and acting as a valuable resource to other members of the multidisciplinary team.

Resources	Staff	• No direct staffing responsibility
	Finance	• To follow organisation standard operation procedures for accessing equipment and applications for funding for minor adaptations • To consider financial implications of recommendations upon public funds and take responsibility to ensure funds are spent appropriately and efficiently when requesting assistive devices and adaptations
	Physical	• To provide written and electronic reports, providing details of assessments and recommendations
	Clients	• Service users, carers, families, agencies and providers and professional colleagues

Duties and key result areas:

Dimensions

- To follow and comment policies and procedures and services.
- To participate in research projects and implement new knowledge into practise.
- To undertake training identified in annual/personal development review.
- To be involved in visits and/or educational programmes for students etc as agreed with supervisor/line manager.
- To record continuing education and development in personal development file.
- To work autonomously and as part of a team in managing a caseload of clients, using time management and organisational skills.

Communications and Relationships

- To participate and work as a member in the multidisciplinary team.
- To communicate information and advice to service users, carers, families, agencies and providers and professional colleagues verbally and in written form, using information technology appropriately.
- To gain clients consent to the undertaking of assessment and interventions often where there are barriers to understanding.
- To use active listening skills with service users, cares and families which require tact, reassurance and persuasion.
- To communicate to managers re unmet need.
- To have extensive knowledge in relation to the user group.
- Must be able to demonstrate the English language proficiency level required for this post.

Analytical

- To undertake individual / holistic assessments of client function and identify the need for assistive devices and / or minor works. Consideration is given to a client's views and wishes, medical history and prognosis, sensor motor skills, communication skills, social skills, manual handling aspects, postural management, assessment of risk,

daily living skills, cognitive abilities, behaviour, safety issues, environmental and social factors, and where appropriate the viewpoints, abilities and other issues of carers and clients – these multiple factors can be conflicting, seeking guidance and referring on as appropriate

- To provide written and electronic reports, providing details of assessments and recommendations
- To make recommendations and facilitate the implementation and provision of assistive equipment and minor adaptations.
- To take responsibility, under supervision from Clinical Supervisor/Team Manager for own casework.
- To respond effectively and appropriately to requests for assistance as part of the Duty System, referring onto another professional where appropriate

Planning and Organisational

- To effectively manage own case load
- To implement OT intervention under instruction of a qualified member of staff
- Arranges minor adaptations and standard equipment as per recommendation
- Monitors and checks for completion

Physical

- Fit assistive devices, equipment within competency banding with a degree of accuracy and expertise using hand-eye co-ordination. This may be undertaken in restrictive conditions i.e. clients home environment
- Ability to support Occupational Therapists with moving and handling duties
- Demonstrate developed key board skills for the use of departmental computers, accessing basic computer systems such as word, power point, intranet and SWIFT. A degree of accuracy is required when entering client contact notes
- Dexterity, manipulation and accuracy relating to driving is required for all posts in order to meet the transport requirement of the post
- Frequent driving alone on a daily basis, at times, in isolated places and /or inclement weather.
- Occasional transportation of clients, carers and/or equipment.
- Standard driving skills

Patient/Client Care

- To promote users' and carers' independence.
- To promote, enable and empower individuals, families to make informed choices about complex life decisions.
- To manage competing demands upon working time, prioritising commitments, recognising and responding to urgent situations
- Implements occupational therapy interventions of care

Policy and Service Development

- To work within processes, standard operational procedures and policies within own practice
- To comment to the development of new policies for the service and Council where appropriate

Financial

- To follow organisation standard operation procedures for accessing equipment and applications for funding for minor adaptations
- To consider financial implications of recommendations upon public funds and take responsibility to ensure funds are spent appropriately and efficiently when requesting assistive devices and adaptations

Human Resources

- To review and reflect on own practice and performance through effective use of the supervision and the Council's appraisal system.
- Demonstrates duties to new starters, students and social care colleagues

Information Resources

- To be familiar with and competent in assessment for and issuing equipment to clients
- To be computer literate and develop ability to access basic computer systems including SWIFT or equivalent where appropriate
- To ensure that all written and electronic records are up to date and are maintained in accordance with Council and professional standards
- To use Agile working efficiently, effectively and appropriately in line with the Agile working policy
- To follow all Information Governance standard operation procedures applicable to the service
- To produce any necessary written / electronic reports.

Research and Development

- To support Occupational Therapists and Care Managers on delegated projects in relation to improvements for the Occupational Therapy and Care Management service

Freedom to Act

- To be responsible for prioritising and managing own workload
- To handle routine information within established guidelines. Supervisor/colleagues are available for advice.
- Handle confidential information and observe relevant policy and procedures.
- To assess and manage risk, consulting with senior staff or manager when appropriate.
- To be aware of the Safeguarding Adults strategy and consult appropriately
- To participate in regular supervision with Clinical supervisor and/or Line Manager
- To comply with departmental policy and procedure both in relation to the responsibilities placed on the Trust by statue in relation to procedures necessary to support good practice.
- To know the boundaries of the Technical Instructor role.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title:	**Director/Service/Sector:**	Ref: 3947
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
• NVQ level III in Health and Social Care or Working towards Qualification Credit Framework level II or III • • Educated to GCSE level or equivalent • Willingness to participate in in-service training • Some knowledge of the philosophy and theory of Occupational Therapy • A basic understanding of relevant legislation e.g. Health and Safety, Community care • Knowledge and skills in fitting, moving and handling assistive devices which requires moderate physical effort for short periods of time on a frequent basis. • Relevant knowledge theory of disability and illness including Learning Disabilities		
Experience		
• Ability to developing advocacy and counselling skills at the required level. • Awareness of safeguarding of adults and children	• Experience of working with adults in a social care and/or learning disability setting	
Skills and competencies		
• Ability to developing advocacy and counselling skills at the required level. • Ability to communicate effectively as a member of a team/network. • Ability to operate procedures effectively • Must be able to demonstrate the English language proficiency level required for this post • Basic IT skills • Willingness to participate in supervision and training. • Willingness to attempt new challenges and approaches. • Good time management • Good organization skills	• Ability to communicate with people with a sensory impairment or communication difficulties	

Physical, mental, emotional and environmental demands		
Physical – • Fitting of equipment in restricted environments. Can take a lot of effort at times depending on items being fitted and the environment in which the fitting is taking place. This duty is a main function of the post • Bathing assessment in cramped conditions to assess equipment need • Ability to support Occupational Therapists with moving and handling duties, assisting with hoisting under supervision • Sitting for prolonged periods of time either at a workstation or in a safe external environment while agile working, accessing computer systems such as word, power point, intranet and SWIFT. A degree of accuracy is required when entering client information • Dexterity, manipulation and accuracy relating to driving is required for all posts in order to meet the transport requirement of the post • Frequent driving alone on a daily basis, at times, in isolated places and /or inclement weather. • Frequently driving for long periods of time if working in rural areas • Occasional transportation of clients, carers and/or equipment. Mental – • Frequently providing a quick response, sometimes at short notice to complete assessment and provide necessary medical devices to prevent a hospital admission. • Working with unhappy service users and/or their family members • Awareness of safeguarding of adults and children • Frequently working with vulnerable service users • Full understanding of the need for confidentiality Emotional – • Often working with service users with palliative care and long-term conditions • Frequently offering emotional support to service users and/or their families • Ability to work under pressure and balance competing demands Working Conditions – • Possible contact with irate and distressed service users and/or family members. • Occasional exposure to verbal aggression from service users and/or their families/carers		

• Frequent lone working requiring concentration and awareness to ensure own health and safety • At times visiting houses in unsafe areas of the County to complete required assessments • Often being exposed, and working in unpleasant and unhygienic conditions		
Motivation		
• Willingness to participate in supervision and training. • Willingness to attempt new challenges and approaches.		
Other		
• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits