

Job Description

Occupational Therapist

Reference: 3945

Date: (Month) 2025

Job Family:	Care/ Adult Occupational Therapy
Level:	2
Band:	7
Career Track:	Technical, Professional and Supervisory

Job Purpose

The role provides an Occupational Therapy service for adults with physical disabilities, illness, learning disabilities and mental health conditions. It involves managing a varied caseload using evidence based, client-centred approaches, undertaking assessments, and planning, implementing and evaluating therapeutic interventions across home, residential and community settings. The post ensures timely, efficient service delivery that supports clients in achieving optimal functional outcomes. It includes participating in the OT responder service and delivering Care Management when required. The role also contributes to service development, supports undergraduate OT students on placement, and acts as a specialist resource within the multidisciplinary team.

Service Purpose

The Community Occupational Therapy service enables adults to live safely, independently, and with dignity by providing timely, person-centred assessment and intervention. The service delivers professional expertise to identify functional needs, reduce risk, and recommend equipment, adaptations, and reablement approaches that promote independence, wellbeing and prevent, delay or reduces the need for care. Through collaborative working with individuals, carers, and partners, the service supports Northumberland County Council's statutory duties under the Care Act, contributes to prevention and early-help priorities, and ensures resources are used effectively to improve outcomes for residents.

Duties and Responsibilities

Professional Accountability & Autonomy

- Work autonomously, managing own caseload and practice within professional standards, policies and established guidelines.
- Ensure practice complies with HCPC and College of Occupational Therapy professional standards, codes of conduct and ethics.
- Exercise professional responsibility for decision-making in situations where immediate supervision is not available.

Assessment, Intervention & Clinical Practice

- Undertake complex assessments of occupational performance, functional needs, risks and housing/assistive device requirements, using appropriate specialist tools.
- Plan, implement, monitor and evaluate evidence-based therapeutic interventions across a range of environments.

- Fit and demonstrate the safe use of assistive equipment and manual handling techniques, adapting approaches to individual needs and environments.
- Provide interventions for adults with a broad range of conditions, including learning disabilities and complex needs, ensuring safeguarding responsibilities are met.

Case Management, Planning & Service Delivery

- Contribute to service planning, audit, development and implementation of pathways, policies and procedures within the OT service.
- Prioritise workload, respond to urgent situations, and ensure accurate record-keeping and adherence to information governance requirements.
- Make recommendations for major housing adaptations and specialist equipment, overseeing processes from assessment to completion.

Teaching, Supervision & Professional Development

- Supervise and assess Occupational Therapy students, including supporting struggling learners, and contribute to the induction and training of staff.
- Delegate appropriately to OT Assistants and unqualified staff, ensuring safe and effective delivery of delegated tasks.
- Maintain and develop professional competence through reflective practice, CPD, and participation in supervision and appraisal.

Research, Quality & Clinical Governance

- Apply relevant research and participate in audit and research activities to support practice improvement and service development.
- Maintain a professional portfolio and contribute to ongoing improvement of clinical pathways, quality standards and evidence-based practice across the service.

Person Specification

Professional and Technical Requirements

Qualifications

- Diploma or Degree in Occupational Therapy (BSc Hons or equivalent).

Skills, Knowledge and Experience

- Registration with the Health and Care Professions Council (HCPC).
- Documented evidence of continuing professional development (CPD).
- Demonstrated application of the OT process, including use of evidence-based practice.
- Experience conducting functional assessments and activity analysis.
- Ability to manage own caseload and set priorities independently.
- Ability to undertake Occupational Therapy assessments and interventions.
- Understanding of OT outcome measures, models of practice, and relevant legislation.
- Ability to manage clinical risk within OT practice.
- Awareness and application of Clinical Governance, Health & Safety procedures and high standards of infection control.
- Competence in using departmental IT systems and maintaining accurate electronic records.
- Ability to safely use manual handling techniques and fit assistive devices with accuracy; valid driving licence required for community work.

Core Competency Requirements

Communication: Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.

Collaboration: Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.

Service Delivery: Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.

Decision-Making: Uses evidence and judgement to resolve issues and improve delivery.

Digital & Data Literacy: Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making

Adaptability: Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.

Problem-Solving: Analyses problems and applies knowledge to develop practical solutions and suggest improvements.

Community & Customer Focus: Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.

Leadership: Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

Adaptable: You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change

Analytical You seek and analyse information to inform your decisions, based on the best available evidence.

Authentic: You are self-aware and true to yourself in all situations, even when under pressure.

Catalyst: You are self-motivated to act towards achieving a goal. You are confident using your own initiative to take forward actions

Courageous: You are an innovator who tries new approaches. You push yourself to work outside your comfort zone.

Desirable

Relevant professional development and qualifications, including a Practice Placement Qualification and postgraduate training aligned to the specialist area.

Experience and capability in supervising others, including supporting junior staff and students, and applying supervisory skills appropriately.

Specialist clinical knowledge and skills, including use of standardised assessments, understanding of specialist equipment and its application, and competence in risk assessment and management