

Northumberland County Council

**JOB DESCRIPTION**

Post Title: Community Occupational Therapist		Director/Service/Sector: Adult Social Care		Office Use
Band: 7		Workplace: Countywide		JE ref: 3945
Responsible to: Occupational Therapist		Date: June 2021 Update: April 2025	Job Family:	
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>To provide an Occupational Therapy (OT) Service for Adults with a physical disability and illness, learning disability and mental health conditions.</li><li>To ensure service provision is prioritised and service delivery is made efficiently and effectively within resource constraints.</li><li>To manage a caseload of clients (sometimes with complex needs), using evidence based clinical reasoning and client-centred approaches.</li><li>To undertake assessments; plan, implement and evaluate therapeutic interventions. This work may involve multiple assessments, which will take place in the client's home/residential care home, day service, or any place where the client may spend time.</li><li>Delivery of a quality service, responding to referrals within an appropriate time scale and facilitate optimum functional achievements for all clients.</li><li>To participate in the OT responder service and respond to queries from the Duty Officer on issues relating to OT.</li><li>To carry out a Care Management service, when required, within the specific locality</li><li>To participate in the planning, development and evaluation of the OT services, for example, through special interest and steering groups.</li><li>Required to regularly supervise undergraduate O.T. students on practice placement and participate in the placement experience of other professions.</li><li>To act as a resource within the multi-disciplinary team and offer advice and input as appropriate</li><li>To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.</li></ul>				
Resources	Staff	<ul style="list-style-type: none"><li>Occupational Therapy Assistant and Technical Instructor</li></ul>		
	Finance	<ul style="list-style-type: none"><li>To follow organisation standard operation procedures for accessing equipment and applications for funding for minor and major adaptations</li><li>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</li><li>These post holders do not have direct responsibility for any budgets however they do have a responsibility to the Joint Equipment Loans budget, the Disabled Facilities Grant and minor works budgets. This means they only request equipment, major or minor works that are needed following a holistic OT assessment. Assurance is provided through staff producing panel reports, when required, identifying their clinical reasoning for the requests.</li></ul>		
	Physical	<ul style="list-style-type: none"><li>To ensure that all personally generated written and electronic records are up to date and are maintained in accordance with professional and NCC standards</li><li>To record statistical data as required</li><li>Record, maintain and analyse client data</li></ul>		
	Clients	<ul style="list-style-type: none"><li>Clients, carers, families, agencies, providers and professional colleagues</li></ul>		
<b>Duties and key result areas:</b> <b>Dimensions</b> <ul style="list-style-type: none"><li>Managerially responsible to Team Manager</li><li>Clinically responsible to Occupational Therapy Professional Lead</li><li>To work autonomously respecting the individuality, values, culture and religious diversity of clients and contribute to a service sensitive to these needs.</li><li>To work autonomously without access to direct supervision and mainly without access to immediate support. This includes making decisions in situations where there may be no opportunity to refer to managers/supervisor.</li><li>To delegate and support Occupational Therapy Assistants and unqualified staff in their work</li><li>To take responsibility, under clinical/professional supervision from a Band 8, for own casework</li></ul>				

- To be accountable and responsible for own professional practice within established processes and guidelines, referring to operational and professional managers when necessary.
- Required to be regularly responsible for the supervision and written assessments of Occupational Therapy students on practice placement, including supporting the failing student.
- To comply with the Health and Care Professional Council standards and College of Occupational Therapy Professional Standards, Code of Conduct and Ethics
- To comply with National and NCC policies and procedures

### **Communications and Relationships**

- To communicate complex and sensitive information to clients, carers, professional colleagues and other agencies.
- To communicate complex and sensitive information to clients, often with those who have communication and/or understanding difficulties using easily understood language and non-verbal communication strategies
- To instruct clients in the use of assistive devices or how to carry out every day tasks using different learning styles i.e. auditory, visual and kinaesthetic.
- To communicate complex information to a broad range of other people such as architect's, contractors and suppliers, housing officers, surveyors whilst maintaining client confidentiality
- To work as a member of the inter/multidisciplinary team in discussions and the making of decisions with regard to client care needs
- To provide support, education and advice regarding aspects of Occupational Therapy
- To negotiate and resolve conflicts in difficult situations, using appropriate techniques i.e. diffusion techniques
- To carry out intervention with clients with complex needs which require the use of negotiation and/or reassurance skills
- To gain a clients consent to the undertaking of assessments and interventions. This often involves forming an opinion on clients views and wishes who are unable to communicate verbally by observing and analysing their behaviour
- To communicate the outcome of Occupational Therapy assessments, which may involve imparting unwelcome news such as informing clients they are not able to return home or are not eligible for equipment or funding for adaptations to their home environment. This may lead to dealing with difficult situations which may at times involve family members.
- To be responsible for the transfer of information following Occupational Therapy intervention, regarding the client to other agencies. For example Risk Assessments and Manual Handling Care Plans.
- To act as a specialist educative resource for the multidisciplinary team and Trust.
- To contribute towards the induction, training and education of students and other staff in this specialised area and base.
- To carry out in-service training, in areas connected to own work, other professionals and students, when appropriate.
- Must be able to demonstrate the English language proficiency level required for this post.

### **Analytical Skills**

- To undertake Occupational Therapy assessments for a designated caseload, addressing occupational performance and enabling clients in areas of self-care, maintenance, productivity and leisure. Including the use of specialist assessment tools where appropriate
- To work with adults who have a specific condition and those who have a range of problems, which could be encountered within the general population with the added factor of a learning disability.
- To undertake complex and detailed assessments of client skills, occupational needs eg specialist assistive devices, postural management, seating, functional analysis of behaviour, manual handling risk assessments, major housing adaptations and housing needs.
- To analyse the results of assessment, considering a range of options, formulate professional judgement, development and implement interventions and strategies taking in to account the client's, and others involved in their lives, wishes and aspirations
- To make recommendations for specialist assistive devices and major housing adaptations in line with Government legislation, taking in to account cost effectiveness/value for money, quality issues, local guidelines and wider strategic issues, reliability, appropriateness and the service users prognosis.
- To facilitate the implementation of the recommendations overseeing the process from concept to completion, including negotiating with external contractors and obtaining quotes where necessary.
- To utilize opportunities for further development of specialist knowledge, skills and expertise recording learning outcomes in a portfolio

- To review and reflect on own practice and performance through effective use of professional practice, supervision and appraisal
- To continually update and apply acquired skills and knowledge of professional practice in order to develop fitness to practice as an Occupational Therapist
- To maintain evidence of reflective practice, case reviews and critical event analysis, which has influences improvements in clinical practice.

### **Planning & Organisational Skills**

- To demonstrate understanding of NCC and National guidelines and legislation relating to health and social care and their impact on service provision
- To participate in the planning coordination and audit of practice, clinical pathways and protocols within the Occupational Therapy service
- To participate in the delivery of the Occupational Therapy development plan
- To implement organisational policy and departmental procedures and protocols

### **Patient/Client care**

- Fitting of assistive devices, equipment and slings with a high degree of accuracy, frequently in unpleasant conditions
- To undertake complex and detailed assessments, analysis, diagnosis and management of risk in regard to manual handling in line with regulations legislation and judicial reviews
- To use manual handling techniques and assistive devices appropriately and safely and to demonstrate the safe use of these complex activities to individual or groups of carers who may have little knowledge of the client's diagnosis/prognosis. This may involve adapting existing techniques to take account of client/carer abilities, confined spaces, exposure to bodily fluid and other environmental factors
- To plan, carry out, monitor and evaluate therapeutic interventions using graded activity to achieve therapeutic goals.
- To work with clients who are often in vulnerable situations, whilst taking in to account the complex wider issues eg Safeguarding Adults strategy, legal issues and court orders
- To work with carers (formal and informal) who will require advice, support, educations and negotiation
- To have a level of understanding of the effects physical disabilities and/or learning disabilities can have upon a client's lifestyle, opportunities, roles and skills
- To provide effective guidance, supervision and contribute towards appraisals of unqualified staff where appropriate
- To undertake group interventions where appropriate
- To manage competing demands upon working time, prioritising commitments, recognising and responding to urgent situations
- To take responsibility for own casework and to be accountable for own professional practice within established processes and guidelines, referring to operational and professional managers as appropriate.

### **Policy & Service Development**

- To contribute to the planning, evaluation, and audit of practice, clinical pathways and protocols within the specialised area
- To implement processes and policies within own practice proposing changes, where appropriate.
- To contribute to the development of new policies for the service and Trust where appropriate

### **Human Resources**

- To participate in the induction, training and education of students and other staff in the setting
- To participate in the band 7 Development Programme and competency framework
- To review and reflect on own practice and performance through effective use of the professional/operational supervision and Northumbria Healthcare Trust's appraisal system.
- To contribute to peer supervision assisting others to reflect upon their practice
- To demonstrate a commitment to lifelong learning

### **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 Azeus or equivalent where appropriate

- To ensure that all written and electronic records are up to date and are maintained in accordance with NCC and professional standards
- To follow all Information Governance standard operation procedures applicable to the service
- To record statistical data as required
- To countersign Occupational Therapy student record keeping where appropriate and applicable

#### **Research & Development**

- To demonstrate the ability to critically evaluate current research and apply to practice
- To participate in audit/research activities as part of department/clinical team
- To apply acquired skills and knowledge of professional practice in order to develop fitness to practice as an Occupational Therapist
- To work jointly on delegated projects for the Occupational Therapy service
- To maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities

#### **Freedom to Act**

- To be able to work alone in a community setting where environments are unknown and unpredictable under the direction/supervision of a senior Occupational Therapist and as a member of the multidisciplinary team as required
- To exercise good personal time management
- Take ultimate responsibility for the care of the service user during the Occupational Therapy assessment ensuring risk is managed
- Demonstrate highly professional standards adhering to Professional Standards, Code of Conduct and Ethics being professionally and legally accountable for aspects of clinical/non-clinical activity
- To have a good understanding of issues regarding consent and capacity and take account of these within working practice
- Be responsible for workflow of Occupational Therapy assistance and support staff and be professionally accountable for any interventions delivered by them

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. Fitting of assistive devices, equipment and slings with a high degree of accuracy into service users homes, frequently in unpleasant, cramped conditions. Occasional contact with family pets

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**PERSON SPECIFICATION**

<b>Post Title: Community Occupational Therapist</b>	<b>Director/Service/Sector: Adult Social Care</b>	Ref: 3945
		<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Diploma or Degree Bsc(Hons) in Occupational Therapy</li> <li>• Health and Care Professions Council registration</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Placement Qualification</li> <li>• Postgraduate training relevant to area.</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Documented evidence of continuing professional development</li> <li>• Use of evidence based practice.</li> <li>• Application of the OT process</li> <li>• Use of functional assessments and activity analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision and support of junior staff and/or students.</li> <li>• Experience of working in a community setting</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Ability to manage own caseload with the support of a Senior OT</li> <li>• Ability to work autonomously and set own priorities</li> <li>• Ability to reflect on and critically appraise own performance</li> <li>• Ability to undertake Occupational Therapy assessments and interventions</li> <li>• An understanding of Occupational Therapy outcome measures and models of practice.</li> <li>• An understanding of the relevant legislation framework within which the service operates</li> <li>• Ability to manage risk</li> <li>• Ability to build effective working relationships.</li> <li>• An awareness of the principles of Clinical Governance and its application.</li> <li>• Application of Health and Safety policy and procedure</li> <li>• Maintenance of high levels of infection control</li> <li>• Computer literacy</li> <li>• Effective written and oral communication skills.</li> <li>• Commitment to client-centred, non-discriminatory practice</li> <li>• Commitment to lifelong learning.</li> <li>• Ability to work flexibly and under pressure</li> <li>• Ability to work efficiently as part of a team.</li> <li>• Good organisational skills.</li> <li>• Good time management skills.</li> <li>• Effective written and oral communication skills.</li> <li>• The post holder has a demanding schedule as they are working daily with vulnerable individuals who need the support from the occupational therapy service. They need to be able to prioritise their work and case load on a daily basis. They also need to be able to rearrange their diaries at short notice to attend to any urgent requests that may come in. Precision is vital to ensure they</li> </ul>	<ul style="list-style-type: none"> <li>• Training, facilitation and presentation skills.</li> <li>• Supervisory skills.</li> <li>• Knowledge of standardised assessments relevant to specialised area</li> <li>• Knowledge of the range of specialist equipment available and its appropriate use.</li> <li>• Risk assessment and management.</li> </ul>	

<p>can complete the required assessments and are able to communicate complex and sensitive information to others using a range of media. These post holders need to be able to instruct clients on how to safely use any equipment/adaptation that may have been provided to support independent living</p> <p><b>Physical Skills</b></p> <ul style="list-style-type: none"> <li>• To use manual handling techniques and assistive devices appropriately and safely and to demonstrate the use of these to others</li> <li>• Fit assistive devices, equipment and slings with a high degree of accuracy</li> <li>• Frequent therapeutic handling of clients using developed skills. This may be undertaken in restrictive conditions eg clients home environment</li> <li>• Demonstrate developed key board skills for the use of departmental computers, accessing basic computer systems such as word, power point, intranet and Azeus. A degree of accuracy is required when entering client contact notes</li> <li>• 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 NCC 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. Occasional transportation of clients, carers and equipment.</li> </ul>		
<b>Physical, mental, emotional and environmental demands</b>		
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• To use manual handling techniques and assistive devices appropriately and safely and to demonstrate the use of these to others</li> <li>• Fit assistive devices, equipment and slings with a high degree of accuracy</li> <li>• Frequent therapeutic handling of clients using developed skills. This may be undertaken in restrictive conditions eg clients home environment</li> <li>• Demonstrate developed key board skills for the use of departmental computers, accessing basic computer systems such as word, power point, intranet and Azeus. A degree of accuracy is required when entering client contact notes</li> <li>• Dexterity, manipulation and accuracy relating to driving is required for all posts in order to meet the transport requirement of the post</li> <li>• Frequent travelling alone on a daily basis often in isolated places and /or inclement weather.</li> <li>• Occasional transportation of clients, carers and equipment.</li> </ul> <p><b>Mental</b></p> <ul style="list-style-type: none"> <li>• To relate to, empathise with and use active listening skills with client, carers and families to assess need; negotiate and deliver the appropriate service.</li> </ul>		

<ul style="list-style-type: none"> <li>• Frequent travelling alone on a daily basis, at times, in isolated places and /or inclement weather.</li> <li>• There are prolonged periods of concentration required for these post holders especially when they are completing and writing up their assessments or any panel reports required to support their assessed outcomes. There is daily work-related pressure when working with vulnerable adults and their families, often working alone in the individuals home environment. Interruptions and conflicting demands can be a daily or weekly occurrence as would be expected when working with the client group these staff work with</li> </ul> <p><b>Emotional</b></p> <ul style="list-style-type: none"> <li>• To have the emotional resilience to deal with distressing situations and / or information.</li> <li>• To work frequently with clients, carers and family members in highly emotional, and at times volatile, situations</li> <li>• The role of an Occupational Therapist has high emotional demands placed on them. They are working with individuals on a daily basis who are at their worst not just physically but mentally and emotionally. As a holistic profession it is the responsibility of this staff group to take all these emotions into consideration when determining how they can support the individual and/or carers/families. Staff can also become clinically invested and emotionally connected as part of the therapeutic relationship with the client and/or family as they can be involved on and off for many years. There can also be emotionally charged visits when the therapist does not recommend or agree with something the individual may want as there is not a need identified or there is too high a risk. These episodes can be frequent or infrequent but can be upsetting for the staff member when they do happen.</li> </ul>		
<p><b>Motivation</b></p> <ul style="list-style-type: none"> <li>• Application of the Professional Standards, Code of Conduct and Ethics</li> <li>• To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development</li> <li>• To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients</li> <li>• To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients</li> <li>• Accountability for the leadership of post holder's staff / teams / departments</li> </ul>		
<p><b>Other</b></p>		

<ul style="list-style-type: none"> <li>• Ability to implement evidence-based research into practice</li> <li>• 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 NCC personal lease vehicle which may be used for the role. However, NCC would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of professional body</li> <li>• Membership of Specialist Interest Group</li> </ul>	
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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