

JOB DESCRIPTION

Post Title: Advanced Practitioner Occupational Therapist		Director/Service/Sector Adult Social Care – Assessment and Safeguarding		Office Use	
Grade: 9		Workplace: Community		JE ref: 4544 HRMS ref:	
Responsible to: Team Manager/ Senior Manager		Date: May 2025	Manager Lever:		
Job Purpose: <ul style="list-style-type: none">• To act as a specialist assessor in a range of circumstances, but particularly with clients who are ‘hard to engage’. This will require exemplary practice in situations of high complexity within the area of adult social care. You will need to exercise a degree of autonomy.• To provide clinical expertise at an advanced level in the assessment and management of highly complex clients evidencing high-level problem solving, reasoning skills and independence of judgement.• To provide leadership and clinical education for senior, junior and support staff, as directed by the Team Manager and Senior Manager, through supervision and day-to-day support in accordance with the departmental supervision policy• To coach/mentor less experienced team members.• To work within relevant current legislation and the procedural frameworks of Northumberland County Council.• To work collaboratively with clients and their families to assess their needs and plan and deliver services in accordance with the occupational therapy locality team’s service area.• Post holders will be required to act as a Practice Educator and be expected to supervise student placements.• If required, to chair multi-agency risk assessment meetings• To provide specialist input to strategic planning, development, audit and evaluation of clinical services, protocols and policies within the specialised area.• To take a lead role in Prevention					
Resources		Staff	<ul style="list-style-type: none">• Provide clinical lead support for Occupational Therapy locality team• Provide clinical expertise as part of management and supervisory support of a team of multi-disciplinary staff including qualified Occupational Therapists and support staff and linking in with Reablement services and any other staff as directed by team manager.• To coach/mentor less experienced team members through checking of work and where appropriate, on-the-job training.• Lead on group supervision and workshops as directed by the Team Manager• Complete Appraisals as directed by the Team Manager at times in different offices to where post holder is based• To provide cover for other locality teams as and when required.		
		Finance	<ul style="list-style-type: none">• Where directed by Senior Manager and Team Manager to support with oversight for operational budget for the specific service budget including training and service resources required for service delivery.• To be part of the Special equipment panel under team manager supervision where maximum team manager delegation budgets are £5000		
		Physical	<ul style="list-style-type: none">• Day to day updating and maintenance of complex, sensitive and confidential data including electronic client data systems, including contingency protocols at time of escalation.• Daily responsibility for the decision making of a duty triage process for therapy referrals.• Carry out complex, physical home assessments to support staff members.• Travel to Clients homes and various other establishments.		

Clients	<ul style="list-style-type: none"> • Substantial Contact with Adults the most vulnerable clients and their families/carers within their own home environment. • Contact with a range of agencies and partners. • Loan Working
<p>Duties and key result areas:</p> <ul style="list-style-type: none"> • To provide specialist input to strategic planning, development, audit and evaluation of clinical services, protocols and policies within the specialised area • To ensure service provision in the specialised area is prioritised and service delivery is made effectively within resource constraints. • To work with the Team Manager in ensuring that adequate safeguarding arrangements are in place to protect the welfare, health and wellbeing of vulnerable adults • To manage a small caseload of clients (often varied and with highly complex needs), using evidence based clinical reasoning to assess, plan, implement and evaluate interventions. • To provide leadership and clinical education for senior, junior and support staff, through supervision and day-to-day support. • Within the teams use extensive knowledge and expertise to provide coaching and mentoring to occupational therapist, including experienced workers and newly qualified occupational therapists and support staff. • To ensure that the requirements of the Preceptorship model for occupational therapy are maintained. • To ensure that services to adults are provided in accordance with statutory requirements and Northumberland County Council (NCC) policies and procedures. This needs to be carried out in accordance with agreed priorities and ensure there is a consistent application of thresholds for adults at risk, including those most vulnerable adults in need of protection. • To act as specialist assessor in a range of complex situations, dealing with the most vulnerable adults in need of occupational therapy intervention • Within the specialist assessor role, there will be a particular emphasis on working with those clients who are 'hard to engage' and living in high-risk situations. There is a requirement to work within the framework of The Care Act 2014 and Northumberland County Councils agreed standards and priorities. • To critically evaluating and effectively managing risk in complex cases, recognising how bias and evidence influence risk management. • To participate in the occupational therapy duty system taking a lead with less experienced workers to manage crisis situations. To set the highest standards of practice and intervention, role modelling to other occupational therapists • To chair (in the absence of the team manager) multi-agency team meetings to support other staff within the teams, making recommendations for actions and interventions to safeguard vulnerable adults • Contribute to the support and development of the team and promote effective multi agency service delivery with partner agencies. • To plan and implement training at a uni-disciplinary and multi professional level to enhance services within the specialism and ensure effective clinical practice. • To supervise undergraduate students/apprentices on practice placement and participate in placement experience of other professionals. • Professionally responsible for: Own clinical practice, delegating work to junior and support staff and supporting students on clinical placements. • To work in conjunction with the Team Manager in utilising the skills within the team to develop and implement programmes of activity, prevention and early intervention to support adults and families in the community. This will entail fostering effective links with those early intervention agencies within the community • To provide supervision to members of the occupational therapy team and develop a professional skills base through the provision of training and development as appropriate. To act as a mentor for newly appointed staff within the occupational therapy teams as well as providing group supervision and workshops to develop staff's knowledge. • To carryout appraisals with junior and support staff, as delegated by Line Manager. • To comply with the Royal College of Occupational Therapy Code of Ethics and Professional Conduct and national and NCC procedures. • To ensure the team work towards achieving key service delivery objectives within the planning processes. In addition, develop and implement systems to ensure satisfactory team performance against key performance indicators/meaningful measures. • Ensure that the objectives set out in the Adult's Continuous Improvement Plan are reflected in the Team-work Plan. That these identified objectives are implemented within the team and that service delivery at a local level is aligned with Health and Voluntary Sector Partners. • To work with colleagues to create pathways and improve services countywide. 	

- Ensure effective clinical practice across Northumberland within specialty area.
- To communicate highly complex and sensitive information effectively with clients, carers, families, team members, colleagues and other agencies.
- To communicate at an advanced level with colleagues, senior managers, carers and other stakeholders to develop opportunities for quality-of-life improvement as part of a preventative approach.
- To act as an expert resource and point of contact for the needs of clients within the specialised area.
- To promote awareness of the Occupational Therapy role within the specialised area, reablement and rehabilitation service and multi-disciplinary team, within NCC, Health and Social Care Agencies and higher Education Institutions.
- The ability to inspire and motivate others within the specialised area.
- To provide written reports of assessments and of recommendations which clearly demonstrate clinical reasoning.
- To be responsible for the transfer of information (regarding the client) to other agencies following intervention, e.g. Moving and Handling Risk assessments and plans.
- To take the ultimate responsibility for the care of the client during interventions, at which time risk is managed (Clients may become medically unstable).
- To absorb work from senior and junior members of staff who are working outside their skills and competencies due to an unexpected change in client complexity.
- Service provision includes working in a variety of settings, clients' own homes and working with a variety of agencies within Health and Social Care, Local Authorities and Housing.
- Required to undertake research/and/or audit projects relevant to Occupational Therapy and/or rehabilitation/reablement service and disseminate findings at a local and national level.
- Supported by senior manager's work with the Team Manager in setting up robust systems and processes to ensure the Teams interface effectively with other professional groups and facilitate staff work within other teams to promote and deliver effective multi agency services.
- Supported by the Senior Managers, assist the Team Manager in ensuring that specific areas of service delivery are developed and delivered to meet the needs of adults and families.
- To deputise for the Team Manager at meetings, as appropriate
- To lead in the continual evaluation of practice within the specialty through regular client surveys and audit of OT activity, clinical outcomes and standards.
- To ensure the maintenance of record keeping in accordance with statutory requirements, professional standards and Council policy and procedures.
- To participate with the Team Manager in the recruitment, selection, training and development of staff in accordance with the Council's recruitment and selection policies and procedures
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio to further develop existing skills, knowledge and expertise.
- To maintain evidence of reflective practice which influences improvements in clinical practice.

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 training venues throughout the County on a regular basis and further afield on occasions to meet the demands and delivery of the service.
Working patterns:	Monday-Friday within office hours.
Working conditions:	Office based/agile working with frequent lone working visits within the community.

PERSON SPECIFICATION

Post Title:		Director/Service/Sector:		Ref:4544	
Essential		Desirable			Assess by
Knowledge and Qualifications					
<ul style="list-style-type: none">Diploma of the Royal College of Occupational Therapist (with Honours) or degree in Occupational Therapy.Health and Care Professionals Council registered.Practice placement qualification.Extensive knowledge of occupational therapy interventions and issues around working with vulnerable adultsUp to date understanding of the key issues and relevant theoretical background facing occupational therapists working with adultsA higher-level knowledge of research methodology and use of evidence-based practice; to actively initiate and participate in research and audit relevant to the specialism.Detailed knowledge of current best practice government initiatives and legislation in Occupational Therapy and specialised area.Evidence of highly specialist clinical skills and knowledge of the theory and application of Occupational Therapy assessments and interventions relevant to adults with complex needs; to apply expert clinical reasoning skills.Understanding and working knowledge of Occupational Therapy outcome measures and models of practice.Ability to work autonomously and set priorities for self and others.Ability to analyse professional and ethical issues.Specialist knowledge of relevant legislation e.g. Care Act, Mental Capacity Act, Moving and Handling,Extensive evidence of continuing professional development with a willingness to attempt new challenges and approaches.		<ul style="list-style-type: none">Knowledge of or experience in coaching and mentoring practices and toolsExperience and/or qualification in a management roleKnowledge of or experience in Quality improvement tools, techniques and methodsEvidence of learning through continuous professional development and/or post graduate study and the application to practice and/or staff supervision/mentoring that meet HCPC and RCOT standards			
<ul style="list-style-type: none">Experience					
<ul style="list-style-type: none">Significant post qualified experience in working in adult social or health care for clients with Physical Disabilities, Learning Disabilities and Mental Health DiagnosisExtensive post registration experience as an Occupational Therapist including substantial experience in a senior Occupational Therapist role.Experience and working understanding of audit procedures.Extensive postgraduate training relevant to specialised area and/or in-depth experience.		<ul style="list-style-type: none">Extensive post registration experience at an advanced level.Experience in the development of clinical/organisational policy and practice.Experience working in a multi-agency setting.			

<ul style="list-style-type: none"> • Knowledge and experience in supervisory/appraisal skills and implementation of day-to-day management tasks. • Knowledge and experience of managing performance to agreed standards and targets. • Ability to work in stressful and pressurised situations to meet deadlines. • Proved experience in decision making skills and ability. • Experience working with adult safeguarding systems and procedures. • Significant experience of decision making 		
Skills and competencies		
<ul style="list-style-type: none"> • Ability to reflect on and critically appraise own and others performance. • Ability to organise and respond efficiently to complex information. • To demonstrate commitment to lifelong learning. • Show evidence of excellent written and verbal communication skills. • Highly developed skills in working as part of a team, sharing intervention outcomes and leading decision making. • Well-developed interpersonal skills with the ability to communicate effectively with a variety of people through a variety of medium. • Ability to manage conflict and change • Able to prioritise conflicting demands and requirements to meet statutory deadlines and timescales • Highly developed motivation, organisation and negotiation skills. • Ability to use and be able to demonstrate to others effective manual handling techniques, which will require a moderate physical effort for short periods of time on an occasional basis. • Experience of working with complex individuals who may be subject to safeguarding adult procedure • Highly developed negotiating and organisational skills to communicate complex information to a range of audience • Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs with direction from Senior Management. • Proven ability to transfer knowledge and skills to colleagues through coaching, mentoring and co-working by establishing a professional network that promotes learning and practice development for self and others • To provide critical reflection and challenge in supporting the development of occupational therapy • A commitment to equality of opportunity. • Effective IT skills to be able to write reports and update relevant systems. • Experience using IT databases and spreadsheets. • Ability to develop solutions or plans to implement service improvements and developments in the short, medium and long term 	<ul style="list-style-type: none"> • Taking a lead role in the implementation of current research in this specialist area, both formally and informally. • An awareness of the principles of budget management. • Experience of contributing to a process of change 	

<ul style="list-style-type: none"> Ability to work across agency boundaries within a multi professional session 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> To be a resilient practitioner with the ability to manage emotional demands and use supervision effectively Ability to work with challenging and hard to reach clients Ability to work alone in a community setting where situations and environments are unpredictable and unknown, which could place emotional demands on the post holder Ability to work under pressure with regular conflicting demands. Frequent lone driving often in isolated places and inclement weather conditions. Frequent transportation of equipment. To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development. 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 clients To promote and facilitate innovation and continuous improvement to deliver better services for clients To be a resilient practitioner with the ability to manage intense emotional demands Physically capable of discharging the full duties of the post Lengthy periods of mental attention and high levels of pressure from conflicting demands and pressure to meet statutory deadlines Ability to prioritise tasks where necessary To work flexible and agile working arrangements in line with NCC policy 		
Other		
<ul style="list-style-type: none"> Committed to the delivery and maintenance of high quality and person-centred care. This position requires an Enhanced Disclosure and Barring Service (DBS) Check. Commitment to inter-agency working. Positive attitude towards supervision, training, and continuous professional development Willingness to attempt new challenges and approaches. Positive attitude towards supporting equality and diversity. Demonstrates integrity and upholds values and principles in line with NCC vision and values. 		

<ul style="list-style-type: none">• Works collaboratively to achieve team spirit and manage the needs of staff and service users and demonstrating a flexible approach to work.• Open to new challenges and approaches• Willingness to work evenings and weekends when required• Essential car driver status, full UK driving licence and access to a car		
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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