

JOB DESCRIPTION

Job Title	Occupational Therapist
Department	Occupational Therapy
Section or Service	Adult Social Care
Grade	Grade F

DESIGNATION:

Responsible to:	Senior Occupational Therapist
Employees directly supervised (if applicable):	May be responsible for Occupational Therapy Assistant and Occupational Therapy Students on placement
Family Tree	

1. JOB PURPOSE:

To provide a professional Occupational Therapy Service to physically disabled residents within the borough, to enhance independence, reduce dependency on care and manage risks associated with daily life activities.

2. DESCRIPTION OF DUTIES:

- Use strength-based approach for assessment and OT support plan. Work creatively to meet the Service User's needs.
- Advise service users on all aspects of their daily life including information about community-based services, LD, Primary Care and Mental Health, as appropriate.
- Advise on ways of overcoming problems and risk reductions of daily living by using new techniques or technological solutions.
- Adapt the environment to suit the service user's needs by recommending and ordering appropriate and cost-effective equipment and/or minor adaptations to the home.
- Demonstrate and provide guidance to the service user, their family and carers in the correct use of OT equipment. Develop knowledge about new equipment including assistive technology.
- Meet the OT practice standards, HCPC regulation and RBKC OT service policies and procedures. Share newly acquired knowledge with the colleagues to improve the overall quality of the OT Service.
- Work in partnership with the health and other relevant agencies in order to provide continuity of care to the service users.
- Supervise Occupational Therapy Assistants and Occupational Therapy Students as required, keeping line manager informed.
- Maintain concise records of assessments and other contacts with users, relatives and other professionals in accordance with departmental and professional policies.
- Contribute to and participate in the planning and review of departmental policies. To adhere to deadlines for competing the work and tasks. Achieve the set targets to ensure performance targets are met.
- Identify own training and development needs and with agreement of managers group, attend internal and external courses to support personal continuing professional development. To complete development logs and share knowledge gained within team and borough meetings.

- Keep up to date on developments within the OT profession and in the provision of Social Care.
- Design, implement and evaluate project/research type work.
- Act as a representative of the OT team or service at meetings or on working parties.
- Make full use of Information Technology systems i.e. Personal Index, Lotus Notes, Word, E-mail, PowerPoint, Intranet /Internet and to undertake further training as necessary.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Occupational Therapist
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	<p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • Diploma of the College of Occupational Therapists or B Sc O.T. • Registered as an Occupational Therapist with the Health Professions Council (HPC)
C	<p>Skills; Experience and Attitude</p> <p>Essential:</p> <ul style="list-style-type: none"> • Proven experience of working with older and disabled people • Ability to undertake holistic assessments of service user's and carer's needs and establish their priorities • Knowledge of relevant legislation and an awareness of its impact on user group • Awareness of the importance of current professional issues and an ability to consider these within the context of departmental issues

	<ul style="list-style-type: none"> • Awareness of Health and Safety legislation and guidance • Awareness of issues affecting people with disabilities living in an inner-city area.
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Our Values & Behaviours	
D	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility.

	<ul style="list-style-type: none"> • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
<p>G</p>	<div data-bbox="256 613 783 685" style="background-color: #00a651; color: white; padding: 5px; text-align: center; border-radius: 10px; border: 1px solid #00a651;"> <p>WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.