**JOB DESCRIPTION**

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| **Details of the job** | |
| Post title: | Community Occupational Therapist - Specialist |
| Salary grade: | Band 6 equivalent NHS Scale |
| Hours: | 37 hours |
| Location: | North Northamptonshire |
| Reports to: | Team Manager |
| Service area: | Community Occupational Therapy |

**Overall purpose of the post**

1. To complete skilled and specialised Occupational Therapy assessments with the implementation of safe interventions which promote independence, choice and support people to live well for longer whilst reducing where possible the need for hospitalization or long-term residential care.
2. To specialise in one or more Occupational Therapy discipline such as community, dementia, reablement, manual handling and any other developing professional area.
3. To assist with the development and reviews of the Community Occupational Therapy services in North Northamptonshire. Support the growth of an effective Community based Therapy service with a focus on quality and ensuring professional standards are met.

**Principal responsibilities**

1. To complete skilled and specialised Occupational Therapy assessments and moving and handling assessments to people with a wide range of complex medical conditions, in accordance with all relevant legislation and eligibility criteria.
2. To facilitate safe and appropriate interventions which enable people to optimise their independence; this may include the use of complex specialist equipment, minor and major adaptations, reablement and discharge to assess or specialist advice. Reviews of these interventions may be required.
3. To communicate effectively with people, relatives, carers, legal guardians or any other relevant professionals. This may require coaching customers and carers on aspects relevant to the Occupational Therapy intervention.
4. To ensure all communications are delivered in a timely and appropriate way using all the available media such as e-mail, telephone, written and face to face contact.
5. To be responsible for ensuring that current practice is up to date and research new practices with a view to development of the current service. To ensure you are up to date with all relevant national legislation, professional standards of practice and organisational policies and procedures. To ensure that own CPD folder is also current and meets HCPC requirements.
6. To supervise and support other staff members and colleagues. To give, receive and engage in an annual appraisal and a personal development plan which will improve your performance.
7. To support the Therapy service with the implementation of systems and processes that will support service delivery and staff within the team.
8. Demonstrate awareness / understanding of equal opportunities and other people’s behavioral, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.
10. Effectively manage and prioritise own day to day caseload/ workload schedule.
11. Accept personal responsibility for the actions and quality of own work and that of those supervised liaising with other senior staff.
12. Collect accurate and timely data / information to contribute to department service standards and procedures.
13. Promote and project a professional profile of Therapy Services within NNC.
14. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# PERSON SPECIFICATION

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| Grade | Band 6 NHS Scale |
| Hours | 37 |
| Service Area: | Community Occupational Therapy |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Education and Qualifications** | Degree/Diploma in Occupational Therapy. HCPC Registration.  Evidence of ongoing Continuing Professional Development – CPD Portfolio.  This post will require satisfactory DBS clearance.  Computer skills-the ability to use all Microsoft products to a high standard. |  |
| **Experience and Knowledge** | Comprehensive experience of OT practice delivered within an adult/community setting.  Experience of working with and delegating to OT Support staff.  Relevant experience of more complicated assessments and treatment of adults with chronic and deteriorating physical conditions.  Experience of using complex specialist equipment, minor and providing specialist advice as interventions with customers.  Experience in complex moving and handling assessments with examples of safe and efficient practice. | Experience of teaching other Health and Social Care professionals/staff.  Involvement in research or audit activity and projects, conferences, national OT committees and groups.  Experience of using a major adaptation as an intervention with customers.  Knowledge of building terminology and ability to read architects plans. |

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|  | Knowledge of the legislative framework which informs Community OT practice e.g. Care Act, Housing Legislation etc.  Car driver with a full drivers licence, access to a vehicle or suitable transport during working hours. |  |
| **Ability and Skills** | Ability to prioritise and manage your workload under pressure.  Ability to supervise staff.  Excellent written and verbal communication skills, excellent interpersonal skills and an awareness of complex and sensitive issues with consideration for equality/diversity/rights etc.  Experience of collaborative working across/between agencies to achieve outcomes for individuals and the service.  E.g. discharge, rehousing etc., representation of service at meetings  Evidence of ongoing Continuing Professional Development – CPD Portfolio. |  |
| **Equal Opportunities** | Ability to demonstrate awareness / understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |