**Details of the job**

**Post title: Clinical Lead Occupational Therapist – Assistive Technology**

**Salary grade: North Northamptonshire Council Band 8**

**Hours: 37**

**Location: North Northamptonshire**

**Reports to: Head of Service – AT & Therapy**

**Service area: Therapy North**

**Purpose and impact:**

The post holder will be responsible for the delivery of the Assistive Technology Team, developing a high-quality, innovative service which meets the needs of vulnerable people for Adult Social Care in North Northamptonshire

Taking responsibility for embedding the strategic aims of the service and meeting performance targets and for managing resources within the service.

**Accountable to:**

This role is accountable to the Service Manager for Therapy and Assistive Technology and responsible for the direct line management of Equipment officers within the Assistive Technology Service. The role sits within the Adult Social Care Directorate in North Northamptonshire Council.

**Responsibilities:**

1. Act as the Manager of the Assistive Technology Service in consultation with the Service Manager, ensuring the delivery of the service in line with the requirements of the service specification and national best practice.

2. Manage the staff within the team, creating a performance culture, including direct supervision and conducting annual appraisals of staff, regular audits to highlight areas of development and improvement, Co-ordinate the recruitment, selection, retention, training. The post holder is also responsible for the development of all staff to ensure a high-quality service is provided and to meet service and best practice requirements.

3. Take responsibility for the management of agreed material resources and equipment, to ensure they are maintained in a good state of repair in accordance with appropriate guidelines.

4. Liaise with a full range of professionals and people who receive services in order to assess and monitor the needs of the people to promote a philosophy that is needs led and to ensure an appropriate service can be provided.

5. Develop, implement, and maintain management information systems, including accurate, up to date systems that show service activity and performance against budget, in order to meet service requirements. In addition develop and maintain staff and customer records in accordance with GDPR and record keeping standards.

6. 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.

7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.

8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

9. Demonstrate awareness and understanding of other people’s behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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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| Post Title: | Clinical Lead Occupational Therapist – Assistive Technology |
| Grade | NNC Band 8 |
| Service Area: | ASC Community 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** | Extensive experience of OT practice delivered within an adult/community setting.  Expertise in the specific OT discipline that you are required to work within, such as community, assistive technology, dementia, reablement, manual handling and any other developing area.  Experience of working with and delegating to OT Support staff.  Relevant experience of complex assessments and treatment of adults with chronic and deteriorating physical conditions.  Experience of using complex specialist equipment, minor and major adaptations or providing specialist advice.  Knowledge of building terminology and ability to read architects plans ( | Experience and knowledge in other OT disciplines outside of your specific role, such as community, dementia, reablement, manual handling. |

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|  | Experience in complex moving and handling assessments with examples of safe and efficient practice.  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 lead, supervise and performance manage, complete appraisals with 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. |  |