

JOB PROFILE

Job title:	Social Care Occupational Therapist
Pay Band:	AFC 30 to 33 - £34,794 to £37,842
Directorate:	Prevention & Early help
Operational area:	Kingston and Richmond
Reports to:	Shelly Ritchie

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

WHO WE ARE

Achieving for Children is a community interest company created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver their children's services. The company has delivered services since 2014. The Royal Borough of Windsor and Maidenhead joined the company in 2017. The Director of Children's Services is responsible for the delivery of early help, health, social care and education services in their local area, either Kingston and Richmond or Windsor and Maidenhead. Corporate support services, such as ICT, HR and finance, are delivered company-wide. These services are led by the Chief Operating Officer, who is also responsible for company governance and for ensuring it delivers its contractual obligations to its commissioning Councils.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

PURPOSE AND RESPONSIBILITIES

The Social Care Occupational Therapy Service is part of a therapy team in the Integrated Disabled Children's Service based at the Moor Lane Centre in Chessington and Windham Croft Centre in Richmond A Social Care Occupational Therapy Service is provided for

children with a range of physical and developmental disabilities in the community. The service provision aims to support children, with permanent and substantial physical or learning disabilities, and their families to enhance the individual's abilities and independence at home and to support parent/carers in managing the child's daily activities. The service also serves to facilitate children's discharge from hospital following surgical intervention. The post holder will carry out comprehensive, specialist assessments and recommendations to solve practical problems encountered by children and young people with disabilities and their families to maintain independence at home. The post holder will also facilitate major and minor adaptations and supply of specialist equipment for use in the home environment.

RELATIONSHIPS

RESPONSIBLE TO:

The Head of Integrated Service for Children with Disabilities (ISCD)

RESPONSIBILITY FOR:

The provision of Occupational Therapy for children and young people 0-18 years with a permanent and substantial disability. The supervision of junior staff and students.

IMPORTANT INTERNAL RELATIONSHIPS:

- Professionals and managers within the service area and AfC as a whole
- Multi-disciplinary teams within ISCD
- Integrated Team Around the Child team
- Key Managers and staff across
- Relevant service areas and directorates
- Relevant support staff
- External service providers as required

IMPORTANT EXTERNAL RELATIONSHIPS:

- Relevant senior professionals for whom and with whom AfC does business
- Schools in Kingston and Richmond
- Housing Departments in Richmond and Kingston
- Service delivery contracts e.g., equipment providers including other Local authorities and other Health/ Governmental/regulatory bodies
- Other local children's therapy services
- London wide and national networks relating to professional therapy area

Job content is listed below:

1. Champion diversity and equality in the development and delivery of services and in all aspects of people management.
2. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
3. To undertake assessments of children's specialist equipment needs and prescribe equipment across Kingston and Richmond.
4. To assess and prescribe for major adaptation needs in public and private housing, including preparing and facilitating DFG applications and to supervise all major adaptations to completion.
5. To demonstrate safe use of equipment and support children, parents and carers regarding safe moving and handling procedures.
6. To support the Social Care Team Lead to develop and maintain high quality Social Care Occupational Therapy services within the ISCD.
7. To facilitate the provision of a high quality professional service and ensure compliance with the professional code of conduct and practice standards of the College of Occupational Therapists and fulfil obligations under the relevant legislation.
8. To keep up to date with current developments, clinical practices and service models in order to inform Social Care Occupational Therapy practice within the ISCD.
9. To work with other services and therapists to ensure the service is integrated and equipment is managed in a smooth way so that families experience an effective and responsive service.
10. To undertake complex assessments using the criteria and procedures agreed by the service, demonstrating an ability to justify occupational therapy provision that is necessary and appropriate to meet the assessed need. To ensure maximum effective use of time and resources.
11. To offer support, assistance and advice to children, young people and their families/carers to enable optimum independence in activities of daily living.
12. To make recommendations for the provision of equipment, to cost it, to arrange for its delivery and safe fixing.
13. To advise children, young people and families/carers on its safe used and to review its suitability to ensure it continues to meet the assessed need.

14. To arrange demonstrations of specialised equipment in the home/at Moor Lane/Windham Croft as appropriate.
15. To provide drawings and instructions to enable contractors to construct nonstandard equipment and adapt and install standard equipment.
16. To make recommendations for necessary and appropriate structural adaptations in the home. To liaise with the Environmental Services Department, architects, surveyors, contractors and to monitor work and to check that it has been satisfactorily completed.
17. To keep the Team Lead informed of proposed plans and progress of case work. To consult on issues of professional decision making in line with service policy. To maintain accurate and up-to-date records and reviews of the work undertaken including both paper and electronic record keeping.
18. To undertake the necessary administrative tasks required to maintain a caseload. To ensure appropriate action is taken in response to requests for services within service time scales.
19. To advise colleagues on procedures, practice and legislation.
20. To advise the Housing Department, other relevant departments and agencies on necessary and appropriate requirements for children and young people with disabilities and their carers requiring and/or moving into a new property.
21. To attend hospitals and clinics where necessary to consult with health care professionals and others on the joint care plans for service users.
22. To promote and maintain effective liaison with multi-disciplinary staff.
23. To attend panels where appropriate and effectively present assessments.
24. To actively participate in regular clinical supervision according to service policy.
25. To undertake supervision of staff and students. In consultation with the Team Lead, monitor budget expenditure, update equipment budget database and maximise effective use of resources. In consultation with the Team Lead, screen referrals, monitor waiting lists, allocate OT referrals in accordance with agreed priorities, alert the Team Lead to situations where time scales are not being met.
26. To attend team meetings, and appropriate training.
27. To carry out duties in accordance with departmental policy, procedure and practice, including confidentiality.

28. To act as an advisor in the field of Occupational Therapy for children and young people with disabilities.
29. To support training initiatives as directed by the Team Lead.
30. To contribute and maintain the development of a Social Care Occupational Therapy service for children and young people with disabilities, their families and carers.
31. To contribute and to undertake project work, advise and provide professional support to developmental initiatives.
32. Ensure services are delivered in line with professional standards from HCPC and the College of Occupational Therapists.
33. Provide clinical and professional advice and support to social care occupational therapy staff within the service.
34. Maintain up to date knowledge of developments specifically in own professional area, in line with national guidance, frameworks etc.
35. Actively facilitate the participation of children, young people and their families/carers in the development of services in line with the Standards for Better Care.

ORGANISATIONAL VALUES

Trust - I am reliable, others can count on me to undertake tasks and deliver on what was agreed. I will do what I said I would do. I will encourage open and honest communication, and model clear and fair professional boundaries.	Essential	Interview
Respect - I will listen to and value other people's perspectives and differences. I will show empathy and humility in the way I communicate.	Essential	Interview
Empower - I help others to realise their ability and potential, and show emotional intelligence in my approach. I show appropriate and respectful use of the power given to me in my job or position and I use this to encourage and enable others.	Essential	Interview

QUALIFICATIONS AND EXPERIENCE

Qualifications

Diploma/BSc/Graduate Diploma/MSc in Occupational Therapy	Essential	Application form
Registration with Health and Care Professions Council	Essential	Application form
Accreditation in Moving and Handling	Desirable	Application form

Experience

Post qualification experience of working as a social care Occupational Therapist.	Essential	Application form and interview
Post qualification experience of working with children with physical disabilities, severe learning disabilities and complex needs in the community.	Essential	Application form and interview
An understanding and ability to manage a complex caseload.	Essential	Application form and interview
Experience of multi-agency working	Essential	Application form and interview
Ability to prioritise work and undertake functional assessments of children with complex needs.	Essential	Application form and interview
Ability to communicate clearly about the purpose and scope of the service with families and with other professionals.	Essential	Application form and interview
Ability to carry out assessments for and provision of complex structural adaptations	Essential	Application form and interview
Ability to carry out assessments and arranging adaptations to the home	Essential	Application form and interview
Active contribution to the development and maintenance of a working culture that is open and responsive to change.	Essential	Application form and interview
Experience of improving services and developing new ways of working	Desirable	Application form and interview
Evidence of reflective practice within clinical, personal and developmental work	Essential	Application form and interview
Knowledge of equipment	Essential	Application form and interview

Knowledge of specialist paediatric equipment	Desirable	Application form and interview
Knowledge of relevant legislative frameworks e.g. The Children's Act 1989, The Chronically Sick & Disabled Persons' Act 1970, Disabled Persons' Act 1986.	Essential	Application form and interview

Knowledge, skills and abilities

Sound knowledge and understanding of Social Care Occupational Therapy services to children 0-18.	Essential	Application form and interview
Understanding of national policy governing the delivery of children and young people's services.	Essential	Application form and interview
A working knowledge of critical health and safety legislation.	Essential	Application form and interview
Understanding of the principles of clinical and organisational governance.	Essential	Application form and interview
Good IT skills - excel, word, and e-mail	Essential	Application form and interview
Ability to negotiate and influence, and collaborate across professions and organisations.	Essential	Application form and interview
Leadership and people management skills	Desirable	Application form and interview
Skills in analysing and interpreting data and information	Desirable	Application form and interview
Effective communication through written and verbal means	Essential	Application form and interview
Ability to work within and contribute to the development of operational organisational policies.	Essential	Application form and interview

Ability to work flexibly to meet competing demands	Essential	Application form and interview
Awareness and commitment to the rights and needs of children and young people	Essential	Application form and interview
Motivation and organisational skills to manage a complex caseload	Essential	Application form and interview
Analytical skills to reflect on clinical practice and experience	Essential	Application form and interview

Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application form and interview
Commitment to an organisational culture and the development of services that value equality and diversity.	Essential	Application form and interview
Experience of training others	Desirable	Application form and interview
Presentation skills for training and teaching inc IT Power Point	Desirable	Application form and interview
Ability to work on own initiative, under pressure and meet deadlines	Essential	Application form and interview

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.

Updated: September 2019