# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Integrated Therapy Lead

# DEPARTMENT: Adult Social Care

# LOCATION: Countywide

# GRADE: LMG 2

# RESPONSIBLE TO: Operations Manager

# Purpose of the Role:

To implement the Department’s policies in the provision of Therapy services by carrying out assessment of people’s needs and then arranging appropriate services within available resources. To advise on ways in which the environment can be made more accessible to people with a disability. To provide supervision and support to a team of therapists and therapy assistants.

To lead on and support integrated working with the team’s managers.

# Key tasks:

1. To provide appropriate supervision to Therapists, Therapy Assistants, and other posts as agreed with the Practice Manager. Through the use of planned and regular individual sessions, ensure a high standard of practice. To assist in the formulation and successful implementation of agreed service plans for users.
2. To undertake delegated management tasks to assist in the day-to-day running of the team, including competency to practice for qualified staff, adhering to HR policies. To deal with any therapy related operational issues on a daily basis and ensure there is appropriate therapy cover and support.
3. Identify performance development needs of staff within the management span of control and review outcomes of training undertaken.
4. Ensure the appropriate recording of work and the effective maintenance of case records within the requirements of departmental policy and procedures and the statutory framework.
5. To undertake highly specialist profession specific clinical assessments appropriate to grade and profession, including work requiring particular expertise or ability.
6. To assist in monitoring the allocation of the Daily Living Equipment (D.L.E.) budget, taking into account the level of individual need and resources available. To authorise the purchase of specialist equipment as identified within the scheme of delegation.
7. Allocate resources within the designated service area as specified within the scheme of delegation and to monitor expenditure to ensure it is in accordance with the allocated budget for the service area.
8. Be responsible for practising the management culture of East Sussex, encouraging new ideas and praising success.
9. Brief the Operations Manager and senior managers, as required, on problems needing resolution and highlight service achievements.
10. To apply specialist knowledge and skills including advice, support, training in specific techniques, provision of equipment and adaptations and to be competent in teaching the use of these to Clients, family members, carers and other professionals.
11. To provide information and advice to individuals, families, carers and colleagues, to direct service users to organisations which can provide information regarding statutory benefits relating to the user’s disability and other relevant statutory or non-statutory services and to appropriate services/agencies where other needs are identified following assessment.
12. To liaise with colleagues, other professionals and statutory and voluntary agencies in consultation and as agreed with the client. To represent the service at inter-agency meetings as required.
13. To maintain professional standards in accordance with the Code of Ethics and Professional Practice and participate in continuous professional development.
14. Supervise and monitor the quality of service provided by the teams in the service area.
15. To record all aspects of intervention according to professional Code of Practice and departmental Operational Instructions.
16. To work positively with the entire team, attend and chair meetings, training and supervision as required, including participation in the Personal Development System, induction of staff, and supervision of students on placement in the Department as required.
17. To work with the DPS Practice Manager’s to continually review, develop and refine pathways of care; facilitating the delivery of a robust, innovative and expert service.
18. To participate in appropriate training and to provide training and advice to a range of staff as required
19. To be flexible to work across all Older peoples Directly provided services as and when required by the management team. This may include weekend working. You will be expected to help in emergency situations in the community and may be required to provide care in other establishments to support Adult Social Care fulfil their Care Act responsibilities. I.e. you may be required to assist clients in an independent home in the community, which the organisation needs to assist.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Integrated Therapy Lead

# GRADE: LMG 2

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to work on complex cases, requiring high level of clinical reasoning and professional input. * Ability to communicate effectively verbally and in writing with a wide range of people. * Ability to use electronic systems and databases during course of work. * Ability to organise, prioritise and time manage workload and case management for self and others. * Ability to practically problem solve, analyse information and plan solutions for self and others. * Ability to supervise, mentor and motivate staff and students including performance monitoring. * Ability to work as part of a team and to use initiative. * Ability to take a lead role in the team in the delivery of agreed service developments. * Awareness of current professional issues and ability to consider these in context of departmental issues. |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Training and presentation skills. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Diploma or degree in Physiotherapy. * HCPC registered. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Able to demonstrate knowledge of the following areas: * Statutory responsibilities and relevant legislation relating to services for disabilities. * Knowledge and understanding of health, social care and reablement. * Safeguarding Concerns * Knowledge of physical/mental health conditions and resulting disability/impairments. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working as a Therapist in health or social care including assessing for and providing, equipment and manual handling aids. * Experience of front-line service provision including needs assessment. * Experience of working within complex and/or multi-disciplinary settings. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of rehabilitation/reablement |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * A commitment to equal opportunities and anti- discriminatory practice. * To be able to review practice and operationally undertake changes to promote good practice. * To be able to work constructively and jointly with colleagues and other health care professionals. * To be able to work successfully within a changing and challenging environment. * To be able to apply a creative and innovative approach to work. * A flexible and professional approach to client care and a range of work situations. * Ability to undertake activity across a broad geographic area where required. |

# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * Full UK clean driving licence or ability to demonstrate travelling requirements needed for the role. |

**Date (drawn up): January 2021**

**Name of Officer(s) drawing up person specifications: Kayleigh Anderson & Samantha Godfrey**

**Job Evaluation Reference: JE12133**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |