# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Practitioner Occupational Therapy

# Department: Adult Social Care and Health

# Grade: [Single Status 13](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Practice Manager, Occupational Therapy

# Purpose of the Role:

**Locality Occupational Therapy Teams: -**

The Locality Occupational Therapy Team are responsible for assessing the needs of adults with disabilities and supporting independent living. The team make recommendations around equipment and minor adaptations to people’s homes.

The teams are located across the county and provide support for each other as required. Reporting to our Practice Managers, our Senior Practitioner Occupational Therapists (SPOT) works under the Care Act 2014 to triage referrals and confirm eligibility. SPOTs also supervise OT and OTA staff to undertake case management, promote staff wellbeing and ensure practitioner development.

# Key tasks:

1. Provide appropriate supervision to Occupational Therapists, Occupational Therapy Assistants, and other posts as agreed with the Practice Manager, through the use of planned and regular individual sessions to ensure a high standard of practice and to assist in the formulation and successful implementation of agreed service plans for users.
2. Undertake delegated management tasks to assist in the day-to-day running of the team, including duty service and deputising for the practice manager as required. To prioritise and allocate work to the team as appropriate and in accordance with departmental policy, and assist with the daily supervision and delegation of work to administrative staff supporting the service provided by the Occupational Therapist, ensuring the administrative work necessary to maintain the service is undertaken.
3. Have professional responsibility for the service provision to all supervised Assessment Officers and Occupational Therapy Assistants’ clients, and to carry an agreed caseload of complex cases and those requiring a high level of professional input as appropriate.
4. Where appropriate to the post, to take responsibility for the supervision of Enquiry Officers, auditing and monitoring of safeguarding concerns.
5. 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.
6. Undertake an Occupational Therapy assessment in a range of settings with disabled people. To make recommendations about management of their disability and discuss options available to that person and their carers to assist with this.
7. 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 service users, family members, carers and other professionals.
8. 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.
9. Liaise with colleagues, other professionals and both statutory and voluntary agencies in consultation and as agreed with the service user. To represent the service at inter-agency meetings as required.
10. Maintain professional standards in accordance with the Code of Ethics and Professional Practice and participate in continuous professional development.
11. Record all aspects of intervention according to professional Code of Practice and departmental Operational Instructions.
12. Undertake detailed environmental design projects and apply these creatively in order to address difficult or complex situations. Further, to liaise with service users over designs, dealing with sensitive issues arising from wants and needs in a positive and unprejudiced way, demonstrating a service user centred approach.
13. Work positively within the team and attend team 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.

**Mental Health Addendum**

1. Manage complex case work and to support staff with complex assessments. To Undertake case work that requires a senior practitioner or an urgent assessment to undertake and it is not possible to allocate to another member of the team.
2. Provide casework supervision and consultancy for social workers and Occupational Therapists, other staff and students as required by the Practice Manager, and to contribute by means of co-work, group supervision etc.
3. Take responsibility for caseload management, and provide the necessary supervision, monitoring, review and feedback as required by the Practice Manager/Operations Manager.
4. Undertake a lead role in the team to ensuring an efficient response to referrals for the Department’s services; coordinating assessments, risk assessments, case planning and review processes.
5. Keep the Practice Manager informed of case planning processes and maintain responsibility for case management of supervisees’ cases in their absence, ensuring the Practice Manager has sufficient information related to specific cases to enable them to carry out responsibilities within the scheme of delegated authority.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Diploma or degree in Occupational Therapy recognised by College of Occupational Therapy.
2. HCPC registered.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to work on complex cases, requiring high level of clinical reasoning and professional input.
2. Ability to communicate effectively verbally and in writing with a wide range of people.
3. Ability to use electronic systems and databases during course of work.
4. Ability to organise, prioritise and time manage workload and case management for self and others.
5. Ability to practically problem solve, analyse information and plan solutions for self and others.
6. Ability to supervise, mentor and motivate staff and students including performance monitoring.
7. Ability to work as part of a team and to use initiative.
8. Ability to take a lead role in the team in the delivery of agreed service developments.
9. Awareness of current professional issues and ability to consider these in context of departmental issues.
10. Able to demonstrate knowledge of the following areas:
11. Statutory responsibilities and relevant legislation relating to services for physical disability.
12. Knowledge and understanding of health, social care and housing legislation.
13. Safeguarding Concerns
14. Knowledge of physical conditions and resulting disability/impairments.
15. Experience of working as an Occupational Therapist including assessing for and providing major adaptations, equipment and manual handling aids.
16. Experience of front-line service provision including needs assessment.
17. Experience of working within complex and/or multi-disciplinary settings
18. A commitment to equal opportunities and anti-discriminatory practice.
19. Able to review practice and operationally undertake changes to promote good practice.
20. Able to work constructively and jointly with colleagues and other health care professionals.
21. Able to work successfully within a changing and challenging environment.
22. Able to apply a creative and innovative approach to work.
23. A flexible and professional approach to service user care and a range of work situations.
24. Ability to undertake activity across a broad geographic area where required

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Training and presentation skills

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