# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Occupational Therapist

# Department: Adult Social Care and Health

# Grade: [Single Status 10/11/12](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Practice Manager

# Purpose of the Role:

To implement the Department's policies in the provision of services to individuals or groups of people across all client groups by carrying out a professional assessment of their needs and then providing appropriate services within available resources. To advise on ways in which the environment can be made more accessible to people with a disability.

**Key tasks:**

1. Undertake a professional assessment in a range of settings with individuals and to make recommendations about management of their disability and appropriate rehabilitation.
2. Advise, participate with and influence anyone involved in environment issues regarding points relating to disability and access.
3. Apply specialist knowledge and skills including advice, counselling, support, training in specific techniques, provision of equipment and adaptations and remedial treatment.
4. Advise individuals, families, carers and colleagues about the management of a condition causing disability.
5. Provide information and advice to individuals, families, carers and colleagues about alternative services and sources of help.
6. Collaborate with colleagues, other professionals and both statutory and voluntary agencies for the benefit of the individual client.
7. Advise and participate in the organisation of group work for the benefit of individuals, families and carers.
8. Assist in the assessment of individuals seeking admission to residential, day or family-based care.
9. Assist in the daily supervision and delegation of work to staff supporting the service provided by the Occupational Therapist.
10. Participate and assist in the training of staff and students both within and outside the Department.
11. Keep the designated Senior Occupational Therapist appraised of local matters relating to the development and running of Occupational Therapy services.
12. Undertake the administrative work necessary to maintain the service.
13. Maintain professional standards.

**Mental Health Addendum**

1. Support assigned case, maintaining good case recording and present reports to panels and in court as appropriate.

# Progression from Single Status Grade 10 to 11 and 11 to 12

In order to progress through the pay bar at the top of Single Status Grade 10 onto Single Status Grade 11 and 11 to 12,  you must have progressed through the increments of Single Status 10 and 11, demonstrating that you meet each of the following progression criteria, (as further detailed in the requirements of the ASC Occupational Therapy Professional Competency Framework), and have obtained your managers approval to progress.

A panel will then assess whether you have adequately demonstrated the competencies required in order that you can progress in accordance with the ASC Occupational Therapy Professional Competency Framework, including:

* Portfolio showing professional development linked to ASC Occupational Therapy Competency Framework; The relevant domains can be found within the framework documents.
* Professional Discussion based on relevant case studies and associated evidence within your portfolio. This will be held in a formal meeting with Senior Managers.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Occupational Therapy qualification and registered with the professional regulatory body

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

1. Communication skills including report writing, liaising with members of the public, managers and other agencies.
2. Understanding of the assessment process – its principles and application.
3. Ability to plan and organise a varied workload for self and others, working to short deadlines.
4. Ability to converse at ease with customer and provide advice in accurate spoken English
5. Knowledge of key legislation informing provision of services to older people and adults with physical disabilities.
6. Knowledge of disability including its causes/effects.
7. Knowledge of key roles of an OT
8. Experience of operating within a team setting.
9. Experience of operating under pressure where demand is constant and priorities need to be set/reviewed.
10. Significant, demonstrable experience, including some environmental redesign, preferably within a physical disability setting.
11. Ability to work well within a team.
12. Ability to use initiative and take responsibility.
13. Commitment to equality of service provision and community development.
14. Ability to meet the travel requirements of the role.

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

1. Planning and design of adaptations for service users.
2. Computer literacy
3. Knowledge of grants procedures in relation to buildings and adaptations.
4. Knowledge of legislation relating to local authority service provision.
5. In-depth knowledge of disabilities such as multiple sclerosis, spinal injuries, CVAs, motor neurone disease, cerebral palsy and spina bifida.
6. Experience in working with people with disabilities in statutory and/or voluntary agencies.
7. Experience as a community-based OT

**Document version control:**

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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 | No |
| 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 | No |