

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10SW</b>	<b>Role Title</b>	<b>Senior Occupational Therapist</b>
<b>Grade</b>	PS10SC	<b>Reports to (role title)</b>	<b>Assistant Team Manager</b>
		<b>Directorate</b>	<b>Adult Social Care</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Commissioning and Operations</b>
		<b>Team</b>	
		<b>Date Role Profile was created</b>	<b>01/09/2017</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To provide a professional Occupational Therapy service to adults in Surrey, their families and carers in line with national legislation including but not exclusively the Care Act, Mental Capacity Act and Health and Safety Act .</p> <p>To actively promote wellbeing and independence by completing complex occupational assessments, identifying person centred SMART goals and devising skills gain practice schedules for staff in reablement.</p> <p>At this level the role holder is more autonomous and will demonstrate expert and effective practice in complex situations, providing risk management programmes, specialist equipment, adaptations and carer training, to meet identified needs using local authority funding and the Disabled Facilities Grant process where eligible.</p>
<b>Work Context</b>	<p>Occupational Therapists working in adult social care services are either based in one of the community teams or in a specialist team and will be expected to work flexibly.</p> <p>Surrey has both urban and rural areas and Occupational Therapists will be expected to have a valid driving licence to drive in the UK and access to a vehicle.</p> <p>Reasonable adjustments will be made for occupational therapists that have a disability to enable them to fulfil the requirements of the job.</p>
<b>Line management responsibility</b> if applicable	No direct line management responsibility, but will have supervision skills and experience in order to be able to provide guidance, advice and formal supervision regarding casework to non-qualified colleagues or less experienced Occupational Therapists.
<b>Budget responsibility</b> if applicable	Delegated budget responsibility to make recommendations for the provision of equipment and adaptations in line with the budget determined according to the assessment of needs. Advise less experienced or unqualified colleagues on budget and the cost of services, if required.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Casework Management</b></p> <ul style="list-style-type: none"> <li>• Take professional responsibility for managing a complex caseload which will include individuals, children, carers and families who require support and guidance.</li> <li>• Demonstrate confident and effective judgement about risk and accountability in decision-making and be able to sustain engagement with fluctuating circumstances and capacities, including where there is hostility and risk.</li> </ul> <p><b>Assessment and Review</b></p> <ul style="list-style-type: none"> <li>• Use assessment procedures discerningly in response to the presenting needs and to ensure that a proportionate assessment is completed in a way that enables maximum participation.</li> <li>• Use professional judgement, employing a range of interventions: promoting independence, providing support and protection, taking preventative action and ensuring safety whilst balancing rights and risks.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Take the lead in managing positive interventions that prevent deterioration in health and wellbeing whilst safeguarding people at risk of abuse or neglect.</li> <li>• Undertake assessment and planning for safeguarding in more complex cases, and support colleagues by utilising safeguarding skills, in line with current policies and procedures.</li> </ul> <p><b>Staff Development</b></p> <ul style="list-style-type: none"> <li>• Play a leading role in practice development, help promote and sustain a learning culture and mentor less experienced staff.</li> <li>• Deliver formal professional reflective supervision and provide guidance and advice regarding casework to less experienced qualified staff.</li> <li>• Where required, take the role of practice educator (or train as a practice educator) for students and the role of ASYE assessor and supervisor for newly qualified social workers in the team.</li> <li>• As part of the supervision and appraisal process provide support with personal and professional development.</li> <li>• Share and present professional knowledge and expertise to colleagues within the team and with other partners.</li> </ul> <p><b>Data Quality</b></p> <ul style="list-style-type: none"> <li>• Take professional and personal responsibility for clear recording of analysis and judgements, maintaining up to date case work records on the database as required by Surrey County Council.</li> <li>• Take responsibility for working within the Directorate's data protection policies.</li> </ul> <p><b>Duties For All</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
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<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and registration where required.</li> <li>• In depth and up to date applied knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of social care services.</li> <li>• Understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• Understanding of diversity and how it affects practice.</li> <li>• Ability to communicate appropriately and in a timely way with individuals, carers families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication.</li> <li>• Ability to effectively engage with people in complex situations both short-term and building professional relationships over time.</li> <li>• Ability to engage in difficult conversations in challenging situations and with people who may be resistant.</li> <li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li> <li>• Ability to make skilled professional judgement for interventions including in crises and in response to challenge.</li> <li>• Ability to understand and take account of differentials in power, and use authority appropriately</li> <li>• Ability to develop partnership relationships in order to work effectively in a multi-agency and multi-disciplinary environment, demonstrating mutual professional regard and a collaborative approach to person centred working.</li> <li>• Ability to chair a range of meetings and offer expert support at case meetings.</li> <li>• Competent in the use of basic IT skills</li> <li>• Competent use of basic numeracy skills and the ability to contribute to monitoring discussions</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Recognised Occupational Therapy qualification, with significant (generally 3 years) post registration experience working in a social care or community multi agency environment in a qualified role.</li> <li>• Significant experience (at least 1 year of supervising more than 1 supervisee) of providing effective reflective supervision to less experienced Occupational Therapists or non- professionally qualified staff.</li> <li>• Applied knowledge of a range of medical conditions, the impact of long term disability on an individual, their carer and family.</li> </ul>
<p><b>Role Summary</b></p>	<p>Roles at this level provide a professional social work, occupational therapy and other support to individuals, children their families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. Using professional judgement employ a range of interventions promoting choice, control and independence. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels.</p>