



JOB TITLE:	NEWLY QUALIFIED OCCUPATIONAL THERAPIST Supported First Year in Practice		
GRADE:	G8	SERVICE AREA:	Adult Social Care
JOB CODE:	ASC260OCCUG9		
REPORTS TO:	Occupational Therapist/ Advanced Practitioner	LOCATION:	To be advised
SPECIAL CONDITIONS:	<ul style="list-style-type: none">• Registered (Registering) as an Occupational Therapist with HCPC• Ability/willingness to travel from location to location.• Some working outside normal office hours will be required.• Enhanced DBS required• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.		

1. Main purpose of the job role:

- To provide an effective and efficient social care occupational therapy service to adults and children and their carers.
- To undertake occupational therapy assessment of individual needs promoting the principles of strengths based practice, personalisation, choice and control.
- To work in accordance with relevant legislation and national and local guidance
- To practice occupational therapy in a transparent, accountable and safe way in accordance with professional standards, ethics and values.

2. Role specific duties and accountabilities:

- To practice at all times within the appropriate legislative framework and Council policies and procedures under the supervision of a qualified and experienced occupational therapist.
- Assess the individual's functional abilities identifying potential for independence and making appropriate recommendations which prevent, reduce or delay the needs of the individual for care and support.
- Prescribe, order and ensure timely delivery of appropriate equipment and assistive technology to meet assessed needs.
- Demonstrate the correct use of equipment to individuals and their carers.
- Assess for and recommend the provision of minor and major home adaptations to promote independence, working in collaboration with Housing colleagues and other partners.
- Plan, implement and monitor reablement programmes to improve and maintain independence at home or in any other appropriate setting.
- To work with experienced colleagues to undertake individual moving and handling assessments using a single-handed care approach where appropriate, completing moving and handling risk assessments and safe systems of work.

- Joint working with formal and informal careers to ensure moving and handling equipment is used safely and appropriately in accordance with moving and handling risk assessments and safe systems of work.
- Where appropriate work alongside experienced qualified team members to assess capacity to gain valid and effective consent or make use of legal frameworks designed to protect those individuals who lack capacity to make decisions about their care and support.
- Where appropriate co-produce care and support plans with clearly identified individual outcomes.
- Where appropriate, undertake reviews of care and support plans to ascertain their effectiveness and appropriateness and to identify any potential re-ablement, equipment and/or adaptation provision as an alternative means of meeting assessed needs.
- Working with experienced colleagues promote and manage positive risk taking as appropriate in supporting individuals to meet desired outcomes.
- Provide professional information, advice and support to individuals and their carers, colleagues and partners by building positive relationships.
- Support with statutory adult safeguarding enquiries for specific occupational therapy issues, including risk assessments and associated activities in accordance with the Care Act 2014.
- Identify and appropriately report any safeguarding concerns regarding children and young people in accordance with local policy.
- Maintain accurate, concise and professionally defensible records of work undertaken to ensure compliance with Council policy and professional standards.
- To attend ASYP programme development sessions, reviews and learning events, and complete the ASYP programme portfolio.
- Actively participate in regular supervision and Annual Performance Conversations.
- To be accountable for own progression and career development, undertaking training and professional development and maintaining up-to-date knowledge and skills.
- Manage own time and workload identifying priorities and meeting relevant timescales in accordance with both national and local procedures.
- To practice in an anti-discriminatory and anti-oppressive manner that supports diversity and equality for all people.
- To adhere at all times to the Standards of Conduct, Performance and Ethics of the HCPC, maintain registration and ensure continuing professional development.
- Any other duties required by your line manager commensurate with the grade and post.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access

and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Occupational Therapist	GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	2
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Able to record work appropriately, prepare reports as required and keep clear and concise case notes	A/I	3
Able to demonstrate an understanding of and a commitment to working in a strength's based, re-abling manner that supports individuals and their family/carers to maximise independence.	I	3
Ability to communicate effectively with a wide range of people in a wide range of circumstances	A/I	3
Ability to manage competing workload demands and prioritise work, including working to timescales and responding to changing priorities.	A/I	2
Ability to work as part of a multi- disciplinary / multi-agency team to improve the outcomes for individuals	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Demonstrates a broad working knowledge of legislation and current policy relating to work with adults and children in a social care setting.	I	2
Demonstrates knowledge and experience of moving and handling assessment including single handed care	A/I	2

Experience of assessment for standard and bespoke equipment for adults with complex needs	A/I	2
Experience of assessment for and recommendation of major adaptations	A/I	3
Experience of working with children with disabilities, including recommendation for and provision of appropriate equipment	A/I	2
Knowledge of the principles of safeguarding and making safeguarding personal	A/I	2
Evidence of continuous professional development	A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Occupational Therapy qualification i.e. BSc OT / Dip CoT or will achieve qualification within a given timescale.	A	
Registration with HCPC as a qualified Occupational Therapist or will be able to register within an agreed timescale	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Sue Lloyd	Date: May 2023