

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Health and Wellbeing	SERVICE GROUP: Operational Services
POST TITLE: Occupational Therapist Level 1	REPORTS TO: OT Team Manager
	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post:

Contribute to the provision of Social Care Services in the Community and other settings.

Provide an effective Occupational Therapy Service to children and young people, adults and their carers, and the community in accordance with the statutory duties of the Local Authority.

Operate an Occupational Therapy service within departmental policy, practice and procedures.

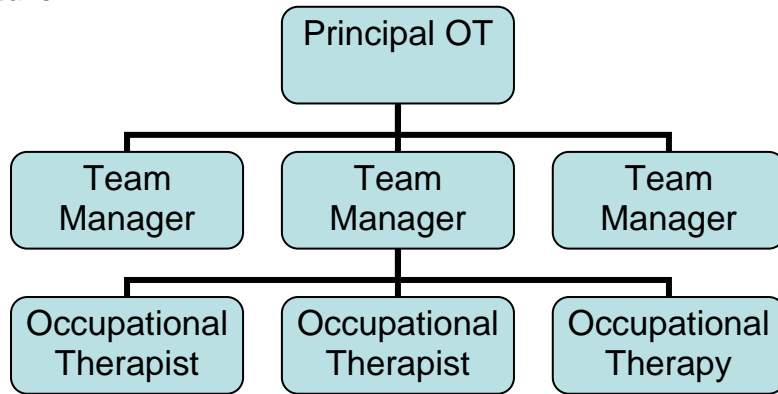
Main Responsibilities of Post:

1. Undertake Occupational therapy practice through a non-judgemental approach that enables people to achieve their maximum potential, delaying and reducing the development of needs Under the Care Act 2014, safeguarding people's Human Rights.
2. Triaging referrals and responding based on priority of need. Ensuring proportionate information and evidence gathering to determine eligibility within the legal frameworks of the Care Act 2014, The Mental Capacity Act 2005, supporting people to maintain their happiness, health and wellbeing.
3. Carry out specialist routine moving and handling assessments, functional assessments and risk assessments, with support if required. Providing the appropriate equipment provision to people, their cares and families.
4. To delay and prevent the need for care and support, reducing the risk of harm, abuse and neglect. Leading and contributing to multi-disciplinary assessments, planning and review meetings.
5. Undertaking holistic functional assessments to develop solutions which ensure the best use of existing and specialist resources, apply innovation to practice through creative support planning in partnership with people, and their community networks.

6. Manage a caseload, undertaking specialist assessments including bespoke assessments making use of specialist knowledge to inform interventions, exercising decision making in line with professional criteria. Making sure that case work is appropriately planned, critically evaluated and reviewed.
7. Providing specialist knowledge as a delegated enquiry officer accountable for s.42 Delegated Safeguarding Enquiries. Producing risk assessments and working with the person during safeguarding planning to proportionately manage risk in relation to functional abilities, equipment provision and property adaptations.
8. Work in partnership with Social Work colleagues assessing in partnership to ensure a holistic approach is taken and maximum independence is achieved. Advising on housing legislation, building regulations and interpretations of plans. Providing solutions which include standard and specialist equipment, adaptations and housing options which enable a person to maintain their familial and community networks. Partnership work with other agencies and organisations in line with the responsibility outlined above
9. Taking a think family approach, working with Adults and Children in partnership, taking joint responsibility on statutory matters with professionals in other departments including children's services.
10. To maintain up to date, accurate, concise and purposeful records of work in line with professional standards, the Data Protection Act 2018 and the General Data Protection Regulations (UK, GDPR)
11. With managerial support to provide comprehensive reports to a variety of partners and panels, including Local Authority housing departments advising on rehousing or home adaptations. Provide professional and specialist advise to residential and nursing care homes to facilitate safe discharges under the CQC standards. To act as the lead contact for provision of adaptations including disabled facilities grants.
12. Under the close supervision of a manager, where required witness and give evidence to court during court proceedings and other relevant bodies as required, including the presentation of reports and application of appropriate legal orders, including DoLS and Court of Protection.
13. To act in accordance with the strategic vision, priorities and policies of the Department and the Council. Actively promoting the Council's policies on Equality and Diversity, working in an anti-oppressive and anti-discriminatory manner.
14. Partnership working with a wide range of statutory and voluntary sector professionals, including chairing multi-agency meetings to share information and make informed professional decisions to influence outcomes in case planning and decision making.
15. Facilitate consultation with, and the participation of, service users.
16. Apply Occupational Therapy ethical principles and values to guide your professional practice and decision making including partnership with service users. Demonstrate confident application of ethical reasoning to professional practice, rights and entitlements, questioning and challenging others using a legal and human rights framework.
17. To participate continuously in professional development opportunities, including regular supervision and appraisal, in line with registration and Health Care Professions Council, identifying and acting on learning needs.

18. Where required will provide support to assessment staff who are not Occupational Therapy Qualified; such as, Occupational Therapy Assessors, Enablement Coordinators, Trusted Assessors and Social Workers. Contributing to the learning of Occupational Therapy theory, enabling the application of evidenced based practice approaches, promoting the overall development of practice.

Structure:



Special Knowledge Requirement:

Please see Appendix for full standards of proficiency for Occupational Therapists at the point of registration with HCPC

Demonstrate a critical understanding of the legal frameworks and practice within the legal and ethical boundaries of your profession. Maintain high standards of personal and professional conduct. Promoting the service users interest at all times. (Standard 2, 2.1, 2.2)

Evidence that you can draw on appropriate knowledge and skills to inform practice, gathering appropriate information, analysing and critically evaluating research and information to inform practice using a range of methodologies relevant to the role (Standard 13, 13.3 12.8, 13.9, 13.10)

Demonstrate an understanding the importance of safeguarding by actively looking for signs of abuse, demonstrating understanding of relevant safeguarding processes, and engaging in these processes where necessary (Standard 2.3)

The ability to practice safely and effectively within the scope of the practice, identifying limits managing resources effectively. Always keeping their skills and knowledge up to date recognising the importance of keeping continued professional development (standard 1)

Demonstrate the ability to work part of a multi-disciplinary team work in partnership with service users, carers, colleagues and others, build and sustain professional relationships as both an autonomous practitioner and collaboratively as a member of a team (standard 8)

Recognise the impact of culture, equality and diversity on practice and practise in a non-discriminatory and inclusive manner, demonstrate the ability to respond appropriately to the needs of all different groups and individuals in practice, recognising this can be affected by difference of any kind including, but not limited to, protected characteristics¹, intersectional experiences and cultural differences. (standards 5, 5.1)

Be able to maintain accurate, comprehensible, succinct and timely records and reports to support professional judgment and organisational responsibilities, using SystmOne as their electronic recording system. (standard 9)

Be able to demonstrate the need for active participation supervision and mentoring in supporting

high standards of practice, and personal and professional conduct. (standard 4.9)		
Demonstrate respectful partnership work with service users and / or their carers to facilitate the service user's preferred role in decision-making, and provide service users and carers with the information they may need where appropriate (standard 7.4)		
Relevant experience requirement: Used for shortlisting		
Experience in providing Occupational Therapy services through practice placements, volunteering and/or employment.		
Other relevant experience of work with Adults and families is welcomed.		
Ability to work autonomously and seek support when required.		
Relevant professional qualifications requirement: Used for shortlisting		
Qualified Occupational Therapist (BSc/BA MA/MSc (Hons) Occupational Therapy degree)		
Current HCPC Registration		
Core Employee competencies to be used at the interview stage.		
Carries Out Performance Management		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
Communicates Effectively		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
You must be able to work evenings, weekends and bank holidays as required by the needs of the service. (This does not apply to staff employed before January 2023).		
You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
There is a requirement for the post to have DBS checks You need to have a full driving licence and a car available for work unless a disability prevents this or the service area in which you work has negotiated that essential car use is not required.		
Date:15/02/23	Grade Assessment Date:20/03/23	Post Grade: Level 1 Occupational Therapist
		S01

Appendix

[occupational-therapists-new-standards.pdf \(hcpc-uk.org\)](#)