

Role Profile

Job family	Care	Role profile number	CA10-2474	Grade J
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Job purpose: Undertake assessments, determine reablement support plans and manage a varied caseload to maintain or improve the wellbeing of clients. Support non-professionally qualified colleagues.

Grade J posts are higher in 'Knowledge & Skills' as they require a relevant degree/ professional qualification but postholders may not have the practical experience of applying the skills obtained through study.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree in relevant profession, or equivalent experience/skills. May be part qualified of a higher level relevant professional qualification Licence / certificate / qualification required for the role ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related systems
Knowledge and Skills	Some relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Authoritative knowledge of the relevant range of procedural and legislative frameworks, systems and initiatives. Experience of multi-disciplinary and partnership working and awareness of the issues involved. Planning and workload management skills. Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments. Experience of using professional knowledge to work within referral systems according to established criteria. Proven ability to work with challenging client groups and situations. Excellent interpersonal and communication skills. Proven ability to deliver training. Accurate record keeping and report writing. Good presentational skills. Knowledge of financial assessment processes.
Creativity and Innovation	Work on own initiative to manage own activities and contribute to longer term activities / plans. Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues. Identify areas where improvements could be made within own role. Use independent analysis and judgement to apply knowledge of systems, procedures and best practice and in assessing risk to clients or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results. Plan and implement interventions and actions for allocated cases. Monitor and review cases and undertake less complex casework. Assist in more complex cases under supervision, or where appropriate shadowing experienced colleagues
Contacts and Relationships	Providing more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and to co-ordinate actions and interventions where required. Involves supporting or guiding colleagues / customers / stakeholders on issues relevant to the service area. Deal with people at all levels confidently, sensitively and diplomatically.

	Be first point of contact on a range of queries from internal / external customers, will be dealing with challenging situations where influence could be required. Support parents or carers regarding development issues including complex problems. Contacts will include: Colleagues, senior managers, partners, customers, members of the public, and stakeholders.
Decisions – Discretion & Consequences	Using general guidelines and utilising a wide range of relevant information, make decisions where advice is not readily available. Assess the options and take appropriate action, where only general guidelines exist. Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services. The consequences of the decisions will have a material effect on the service. Conduct assessments of clients' circumstances and issues to determine intervention / referral to the appropriate service, Appropriate support/care plans are developed; considerations are made to the cost effectiveness.
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	Work may require some physical effort. Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.
Our Identity	Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire. All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Newly Qualified Occupational Therapist (NQOT) undertaking the first year Preceptorship programme	
Role profile family:	Care	
Role profile number and grade:	CA10-2474	Grade J
Number of posts:		
Service/Team:	Adult Social Care	
Reports to:	Team Manager	

Job Family overview

Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

Service / Function Context

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The overall responsibilities of the service/function are:

Operational Adult Services are structured into specialist teams in order to improve the delivery of person centred outcomes for our customers and to evidence this through performance and set standards.

These specialist teams are:

- Adult social care locality teams
- Community Team for People with Learning Disabilities (CTPLD)
- Hospital teams
- Intermediate care team
- Mental health team
- Hearing and vision team

- Emergency duty team

Ten locality teams work across the county with people aged over 18, including older people and those with a physical disability. The team combines the talents of social workers, occupational therapists, customer coordinators, resource specialists and customer advisors. We are also working closely with our community health colleagues to progress integrated working within the Better Care Plan. In addition our close working relationships with our Help to Live at Home (H2LAH) providers is improving positive outcomes.

Job Purpose

Fully engage in the Preceptorship programme for newly qualified occupational therapists by planning and reviewing progress and development at regular intervals, fully co-operating with the NQ OT Lead and the supervisor (where these are different people), attending support groups and other activities for NQOTs and preparing for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.

Specific duties and responsibilities include:

- To uphold standards of practice for Occupational Therapists as determined by the regulatory body, the Health and Care Professions Council and the Professional Standards and Code of Ethics and Professional Conduct of the Royal College of Occupational Therapists.
- To support carers to continue in their role.
- To ensure that the primary responsibility of safeguarding adults is delivered in accordance with the law and local policy and guidance.
- Manage a busy caseload with some moderately complex cases; access support and guidance for the management of complex and challenging cases. Be able to reprioritise work according to individual customer and service needs.
- Undertake strengths based occupational therapy assessments (including assessment of mental capacity where appropriate) using your professional judgement to adapt your approach to the individual needs of the customer in order to assist them meet their outcomes and to live as independently as possible fulfilling their individual potential..
- Develop an understanding of risk assessment and positive risk taking. Working with customers to manage risk and record actions and strategies agreed.
- Undertake moving and handling risk assessments, using your expertise to record the recommendations in a format appropriate to the customers and/or carer's needs. Monitoring and evaluating risk and sharing information with the relevant parties including demonstration of recommended techniques.
- Assess for and recommend minor and major adaptations in accordance with the Care Act and Housing legislation and guidance to enable accessible environments for customers within the reablement service.
- Record all occupational therapy contacts accurately, and in a timely way, onto the social care records in accordance with work targets set by the Team Manager and

Supervisor.

- Understand and utilise universally available services within the voluntary and community sector, as well as maintaining knowledge of services commissioned by the Council to support effective provision of information to customers.
- Practice within the current legal framework, including health, social care and housing legislation; and Wiltshire Council policies and procedures.
- Take active responsibility for your own continuing professional development including attendance at statutory and non statutory training and participation in development opportunities
- Fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Provide professional, advice and support to non- professionally qualified staff and ensure that any practice and other concerns are communicated with line managers.
- Contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services
- Have an awareness of safeguarding in line with Wiltshire policy, including making referrals and participating in safeguarding investigations.
- Establish and maintain good working relationship and carry out joint visits and assessments with other professionals e.g. GP's, Consultants and Health Therapists working with the customer. Seek advice from and refer to other disciplines as appropriate
- Ensure that Council Policies and Procedures are followed at all times.
- Be an ambassador for the Council and the service at all times, always representing the Council positively, professionally and appropriately at meetings with customers, external partners and agencies
- Attend Civil Emergencies when a Rest Centre is set up
- Make decisions on Blue and Bus Badge appeals

Specific requirements for this post:

- To successfully complete the NQ OT programme
- Ability to travel on a daily basis and to undertake visits to customers in their own homes or in other settings e.g. hospital.
- There will be a requirement to occasionally work outside of standard hours, including weekends, to meet the needs of the service, for example assessing customers' abilities at different times of the day or provide support to other members of the reablement team. The number of out of hours worked will not exceed 10% of the total contracted hours per week.

- To be flexible and work in other reablement teams as required

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- Professional Qualification in Occupational Therapy (Diploma or Degree)
- Registered with HCPC as an Occupational Therapist
- Evidence of appropriate work experience and reflective learning from placement experience whilst qualifying as an Occupational Therapist and of appropriate professional and personal development relevant to length of post qualifying experience
- Knowledge and understanding of Health and Social Care legislation and wider policy context.
- Knowledge of delivering adaptations through the Disabled Facilities Grant process
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding adults
- Experience of working with adults
- A self-starter, well organised person who is passionate about delivery of high quality customer-centric services and can contribute proactively as a team member
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Literate, numerate and good computer skills
- Must be able to write clear accurate and evidence-informed documentation
- Fluent in written and spoken English

Desirable

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Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input type="checkbox"/>
Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.	<input checked="" type="checkbox"/>
Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
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This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input checked="" type="checkbox"/>
This role is not subject to a BPSS check	<input type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)

This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding

For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input checked="" type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>