**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Occupational Therapist Home First Neighborhood Team |
| Salary: | £37,035 - £43,693 |
| Grade: | G10/11 plus 5 % for weekend and Bank Holiday working (minimum of 21 days per year and up to 2 Bank Holidays each year) |
| Hours: | Up to 37 hours per week to include weekends and Bank Holidays. A day off in the following week will be provided for each weekend/Bank Holiday day worked. |
| Team: | Adult Social Care – Home First |
| Service Area: | Social and Community Services |
| Primary Location: | To be discussed at interview |
| Budget responsibility: | None |
| Responsible to: | Practice Supervisor |
| Responsible for: | May supervise G8/9 Coordinators upon attaining G11 |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.  The Social and Community Services vision is to support and promote strong communities so that people live their lives as successfully, independently and safely as possible. We believe that people themselves, regardless of age or ability, are best placed to determine the help they need.  **Staff working in Adult Social Care in Oxfordshire will:**   * provide a proactive personalised approach to the delivery of care; * respond to people’s needs in a timely manner; * focus on improving people’s well-being; * promote and support people to be responsible for their independence; * give people greater choice and control over the care that they receive; * take account of people’s risks and safety at all times; * support people to achieve the outcomes that are most important to them using all available resources and taking responsibility for the public purse; * work in accordance with the Corporate CHOICE values and competency framework <https://intranet.oxfordshire.gov.uk/cms/content/competency-explanation>   **This will be achieved by:**   * innovation and creativity in meeting needs; * a commitment to service development; * partnership working with individuals, other professionals and wider local networks to deliver an effective and affordable service; * outcome focused working to identify opportunities to meet needs, demands and achieve aspirations; * taking ownership and doing all we can to effect positive change; * flexible working to meet the varying demands across the different teams; * promoting and supporting people in identifying, and managing their own risks; * preventing the need for ongoing care.   **Our guiding principles**  **We:**   * put individuals and their experiences at the centre of our work; * work as one team across the service whilst taking ownership of your role and work, valuing and utilising your own time and that of your colleagues by working together efficiently and effectively; * build social value in our work; * work with individuals, their families, partner agencies and communities to improve and inform services; * share information with the person about their care; * see our contribution in the context of the overall services; * have internal debate and external unity; * are open to new ideas, seek and act on feedback and have a continuous improvement and learning culture; * make the best use of available resources; * make evidence based decisions and support others to do the same.   **MAIN PURPOSE(S) OF THE JOB:**  To design and implement strength based reablement plans in conjunction with individuals and reablement providers to support hospital discharge and admission prevention. The post holder will be responsible for carrying out initial assessments in an individual’s home to design and coproduce a goal orientated reablement support plan. The post holder will be required to review and amend this plan at set time periods over a maximum period of 6 weeks to promote independence and sustainable wellbeing in the community.  To work within the requirements of the Care Act 2014, and any other legislation and guidance as may be relevant and the HCPC codes of practice, providing personalised information and advice, safeguarding, assessment, support planning, equipment, adaptations and review to individuals/families and their carers.  Ensuring that in responding to eligible need, all options including the use of informal support networks, community resources and the provision or arrangement of cost effective equipment and adaptations is explored in order to achieve identified outcomes. To fulfill the role of a trusted assessor; making an assessment of when to involve another adult social care professional where a specialist assessment, skill or intervention is required. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.  The post holder will be responsible for ensuring that they work within departmental policies, procedures and guidelines including but not limited to Data Protection Act, confidentiality and information sharing protocols, Oxfordshire Multi agency safeguarding procedures, and that these are adhered to and concerns raised in accordance with these polices.  To work within the competency framework achieving completion and progression to Grade 11, within the timeframes set out in the criteria.   1. **To ensure statutory requirements are met**  * To be responsible for the management and prioritisation of a caseload. * To make telephone enquiries, undertake face to face visits in people’s homes or another suitable venue, and to facilitate clinics. * To determine eligibility for services in accordance with the Care Act taking into account all daily living tasks and roles with consideration to people's social, environmental and psychological needs. * To provide tailored advice and information to the individual's needs and/or situation, referring to other agencies where applicable. * To undertake holistic assessments and take responsibility for meeting the needs of each allocated person and only involving another worker where necessary. * To assess for and provide assistive technology, equipment, and adaptations to meet needs and reduce risk, and where provided to review and ensure safe and effective use including reporting concerns according to the Council’s and National guidance. * To identify and make necessary arrangements where a person would benefit from services which will improve and maintain independence, in particular reablement services. * To utilise clinical skills to promote and support people in identifying, and managing their own risks. * To undertake specialist functional assessments and where necessary provide specialist equipment and training on its use * To assess, advise and facilitate minor and major adaptations to properties * To provide advice to individuals, their carers and care providers on moving and handling and the use of hoists * To support the person to access a personal budget where all other options for support have been explored. * To provide a clear breakdown of the person's identified needs and outcomes and how these are being met, regardless of determination of eligibility. * To ensure the support plan is reflective of the person's and their carers needs and outcomes. * To identify where it is appropriate to carry out specialist assessments, including but not limited to mental capacity assessments, moving and handling, housing and environmental needs and full risk assessments. * To carry out specialist assessments according to professional qualification and experience. * To apply legal and professional knowledge and skills balancing protection, risk and support in order to achieve positive outcomes for individuals. * To act as a lead professional in cases where individual's needs/situation are complex or ambiguous, or where this is dispute amongst those who have an interest in the individual's welfare. * To identify and be responsible for relevant decision-making and intervention required to protect those at risk and undertake any necessary actions proportionate to the need/situation. * Where required to write court reports and mental health tribunal reports and give evidence in relation to adults at risk during legal proceedings. * To deliver a customer focused service in accordance with the standards set out in the Council "Customer Service Codes of Practice" and individual Service Level Agreements.  1. **To promote health and wellbeing through integration and links with local community**  * To actively engage with partner agencies, representing the needs of the individual and of Adult Social Care. * To develop and maintain an in depth knowledge of local resources. * To work with service users and carers to promote participation and inclusivity. * To maximise the use of community resources in helping individuals to meet their identified outcomes. * To work collaboratively with teams and services both within and outside of Oxfordshire County Council to ensure a coordinated and effective service is provided to the individual. * To promote and engage in cross/multi agency and inter-disciplinary working, ensuring strong working relationships are in place with partner agencies.  1. **To work within Safeguarding policies and procedures**  * To undertake adult safeguarding section 42 investigations. * To complete investigation reports to the required standard. * To attend and participate in adult safeguarding strategy meetings and case discussions as required. * To act in accordance with the Oxfordshire Adult Safeguarding Policy and Procedures and Adult Social Care Best Practice Guidance. * To assist with the training and development of operational staff in relation to adult safeguarding procedures. * Direct practice with adults and families where there are safeguarding issues with a strong emphasis on co-working with their community colleagues, other practitioners and disciplines. * To ensure clear, concise, and accurate recording of work undertaken, and that both electronic and (where required) paper files are kept. * Can evidence an understanding of the need to safeguard and promote the well-being of children and will adhere to children's services policies and procedures as necessary  1. **Professional Leadership, development, and working in best practice**  * To work towards developing competency and evidence to support progression to grade 11. * Upon attaining grade 11, to work towards the provision of supervision to identified staff or students in line with the Supervision Policy. * To provide consistent specialist advice in line with changing legislative requirements, government guidance and evolving best practice and keep abreast of developments (RiPFA, SCIE, DoH). * To take ownership of own professional development; attending training, workshops, courses and meetings including taking up the opportunity to undertake Best Interest Assessor or AMHP or Practice Educator training. * To share learning and expertise across the organisation. * To attend, participate and periodically lead team discussions and development. * To act as a champion in an area of expertise / special interest (e.g. assistive technology, Housing). * To complete any workbooks/portfolio's as required by the council and the professional body in order to develop skills required to undertake the role. * To attend and utilise supervision and appraisal to identify opportunities for development, new ways of working and reflection on practice. * Upon attaining grade 11, to chair multiagency meetings.  1. **Service Development**  * To contribute to the development of the service i.e. by communicating new ideas or practice issues through means such as briefings, completion of council surveys, and team meetings. * To take opportunities to network and build professional relationships with organisations, agencies and stakeholders to improve and promote joint working and effective service delivery.  1. **Performance**  * Take ownership of and responsibility for delivering against team and individual performance targets. * Upon attaining competency, to make evidence based decisions on the commitment of financial resources within the scheme of delegation.  1. **Equal Opportunities / Diversity**   Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.   1. **Health and Safety**   It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee supporting/caring for service users you are expected to:   * To be part of and promote a positive and pro-active health and safety culture; * Undertake necessary health and safety training; * Ensure you are familiar and comply with the Council’s health and safety policies and procedures; * Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services; * Follow all appropriate safety instructions and use safety equipment provided; * Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.); * Undertake necessary health and safety training; * Be aware of safety requirements of individual service users; * Ensure service users are supported to ensure their health, safety and wellbeing; * Support your line manager in the delivery of good health and safety practice and the minimising of risks; * Ensure you draw to managers attention health and safety problems you may have about particular situations or individuals or deficiencies in the workplace; * Ensure any practice which may threaten the health, safety and well-being of service users is brought to the attention of management; * Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.   **The nature of this post will require a working pattern across 7 days a week as well as flexibility to meet service needs as they arise which may include some work outside normal office hours including responses to emergencies.**  **The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.**  **The post holder will be based in either Rapid Response, Integrated Locality Team or Review team, with flexibility to move between these functions should the needs of the service require this.**  **From time to time you may be asked to work at a different base to cover operational needs.** |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Educational achievements, Qualifications and Training   * Recognised Occupational Therapy Qualification and registration and maintenance of registration with HCPC * Evidence of consistent pattern of learning and development | A, I, D |
| Experience, Knowledge, Understanding and Skills   * Ability to undertake needs led assessments and reviews * Ability to work as part of a multi-disciplinary team and independently * Knowledge and applications of the making safeguarding personal principles. * To have a comprehensive knowledge of the theoretical and legislative framework which underpin Adult safeguarding and Vulnerable Adult work within Adult Social Care * Experience of working with vulnerable people * Experience of working with health and other agencies to deliver better outcomes for individuals * Experience of liaising and working effectively with clients, their families/carers, other professionals and agencies to achieve the best outcomes for people * To demonstrate an ability to work within agreed targets including safeguarding timeframes. * To demonstrate and champion evidence-based practice. * To draw upon and promote professional values and ethics. * To demonstrate a high level of interpersonal and communication skills. * To demonstrate skills in record keeping and report writing in line with Departmental requirements and ensure that records are sufficiently robust to withstand legal challenge. * Working knowledge of legislation and statutory guidance relevant to Adult Social Care * Good IT competency | A, I, P |
| Management of People and Personal Qualities   * Ability to operate in a climate of change and to embrace new ways of thinking and working * Stays calm under pressure * Accepts and responds to constructive feedback * Highly organised with a solutions focused, logical and innovative approach to challenges * Is prepared to constructively challenge assumptions in decision making, seeking other people’s views and opinions * Considers the impact on others when making decisions * Is available and approachable and takes time to consult and communicate with sensitivity and understanding * Ability to positively and clearly communicate to a wide range of people * Actively supports and contributes to the flow of communication through the organisation * Prioritises clearly and appropriately * Supports the team to deliver against service plans | A, I |
| Strategic Awareness   * Awareness of and ability to articulate the broad organisational goals and outcomes | A, I |
| Equal Opportunities   * Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services * Acknowledges, respects and responds to individual differences and diversity requirements | A, I |
| Special Requirements   * Satisfactory Disclosure and Barring Service (DBS) check * Ability to travel to and access a variety of premises * Commitment to inter-agency working * Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies. | A, I |
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| Desirable Criteria | Assessed By: |
| Educational achievements, Qualifications and Training   * Best Interest Assessor, Approved Mental Health Professional or Practice Educator (or commitment to train as one) | A, I, D |
| Experience, Knowledge, Understanding and Skills   * Experience of undertaking adult safeguarding investigations | A, I |
| Strategic Awareness   * Ability to identify whole system problems and propose solutions | A, I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |
|  | Other (please specify): |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
|  | Other (please specify): |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.