

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

Job Title:	Practice Supervisor Occupational Therapist - Children's Housing
Salary:	£50,269 – 53,460
Grade:	13
Hours:	37
Team:	Children's Housing Occupational Therapy Service
Service Area:	Children, Education and Families
Primary Location:	To be agreed with successful candidate, but role involves some home working with access to offices available
Budget responsibility:	Responsible for ensuring that equipment and minor works orders completed via duty are appropriate expenditure of public funds
Responsible to:	Children's Housing Occupational Therapy Service Manager
Responsible for:	Supervising OT Support Officers in their role managing incoming queries and referrals.

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

This post is based in Oxfordshire County Councils Children's Social Care and the post holder will be required to work collaboratively across social care and partner agencies to support and promote independence and safety through Specialist Housing Occupational Therapy interventions. This will involve assessing children and families mainly in their own homes and occasionally visiting schools and other health and education settings, and planning, with parents, for their existing and future needs. As part of this the post holder will have day-to-day responsibility for the management of a complex caseload.

The post holder will be involved in supervising and supporting the OT Support Officers, maintaining their standard of practice via supervision whilst ensuring adherence to policies. They will be responsible for managing the duty process. This will involve ensuring that there is OT cover for duty queries and supporting the OT Support Officers in their everyday work.

The postholder will be expected to deputise for the team manager when they are not available and would then be expected to provide OT clinical lead support for service queries from other staff or external agencies. Additionally the post holder would be expected to ensure compliance with relevant Childrens and Housing legislation.

This post is not suitable for a newly qualified Occupational Therapist as it requires extensive Childrens Housing Occupational Therapy interventions as well as management experience.

Key Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

Manage the Duty OT provision within the childrens housing OT service, which involves the supervision of OT Support Officers and managing professional OT cover for duty queries, referrals and initial contact assessments, managing this teams performance requirements and adopting flexibility when considering the needs of the service.

- Manage resources in a responsible and accountable fashion, ensuring own and staff development meets professional and service requirements
- Conduct specialised OT housing assessments and interventions which focus on adaptations and management of babies, children and adolescents who present with diverse, complex and profound physical, developmental and learning needs. This will include completing Disabled Facilities Grant recommendations as well as counter-signing these in the managers absence.
- To work within legislative guidance (such as Chronically Sick and Disabled Persons Act 1970, Childrens Act 1989) providing assessment and advice to children, their parents and carers by managing practical tasks through a problem solving approach, provision of equipment, minor and major adaptations which meet their needs and reduce risk.
- Manage complex cases, within an inter-disciplinary/multi-agency setting, acting as an autonomous professional and lone worker in the community.
- To act as a source of expertise and demonstrate advanced knowledge, skills and experience in the management of a designated caseload and when deputising for Team Manager. This will include planning and designing major adaptations and providing professional support/guidance to service and external parties.
- To ensure that safeguarding is at the centre of practice, ensuring that a pro-active approach is taken relating to own practice and the practice of others and applying appropriate professional curiosity whilst assessing risks
- Maintain comprehensive, accurate and professionally defensible records of work undertaken, to ensure compliance with organisational guidelines and professional standards. Where required write court reports and give evidence during legal proceedings.
- Work within departmental policies, procedures and guidelines including but not limited to GDPR, Data Protection Act, confidentiality and information sharing protocols.

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 allocated a main team base but from time to time may be required to be flexible to meet operational and service needs as they arise which may include some work outside normal office hours including responses to emergencies. The post holder will be expected to carry out additional tasks, commensurate with the role of Practice supervisor, such as quality control of reports and assessments produced by other team members or deputising for the Team Manager, providing clinical and professional support.

Equalities and 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. Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

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.

Each of the criteria listed below will be measured through; the application form/CV (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.

Essential Criteria	Assessed By:
Educational Achievements, Qualifications, Training and Knowledge	D/I

<ul style="list-style-type: none"> • Recognised Occupational Therapy Qualification and current HCPC Registration • Evidence of continuing professional development • Good knowledge and IT ability (word processing, emailing, internet) • Understanding of confidentiality and information sharing protocols • Understanding and experience or evidence-based practice 	
<p>Abilities</p> <ul style="list-style-type: none"> • Over 24 months full time experience of working as a Childrens Housing Occupational Therapist and assessing for and making recommendations for Disabled Facilities Grants (or regional / local equivalents). • Experience of line management of staff in a similar statutory setting • Undertake assessments and reviews based on abilities, needs and resources • Work independently and as part of a multi-disciplinary team • Knowledge and application of safeguarding principles and an ability to work within agreed targets including safeguarding timeframes • Experience of working with health and other agencies to deliver better outcomes for individuals • Experience of liaising and working effectively with individuals their families/carers, other professionals and agencies to achieve the best outcomes for people • To draw upon and promote professional values and ethics • To demonstrate interpersonal and communication skills • To demonstrate skills in record keeping and report writing • Working knowledge of legislation and statutory guidance relevant to Childrens Social Care 	A/I
<p>Job related Aptitude and Skills</p> <ul style="list-style-type: none"> • Awareness of and ability to articulate the broad organisational goals and outcomes • 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 • Ability to make decisions and assist others in the decision making process. • Prioritises clearly and appropriately • Evidence of good organisational skills 	A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Resilience and ability to appropriately challenge • Ability to motivate and engage staff team • Commitment to own personal and professional development and to the learning and development of others • Active listener and responsive to the view of others • Analysis skills and problem-solving approach 	A/I
<p>Special Requirements</p> <ul style="list-style-type: none"> • Satisfactory Disclosure and Barring Service check (DBS) • Ability to travel to and access a variety of premises and locations 	A/I

<ul style="list-style-type: none"> • Commitment to inter-agency working • Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies 	
Desirable Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge <ul style="list-style-type: none"> • Post qualifying training: MSc in relevant field, Practice Educator (or commitment to train as one), Moving and Handling assessor • Work in a voluntary capacity in relevant field. • Identifying and evidencing efficiencies • Research 	A/I

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](#)

Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring



<input type="checkbox"/>	Other (please specify):	
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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).

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



<input type="checkbox"/>	Other (please specify):		
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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.

