**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: | Children’s Housing Occupational Therapist |
| Salary: | £37,035 - £43,693 |
| Grade: | 10/11 |
| Hours: | 37  |
| Team: | Children’s Housing Occupational Therapy Service  |
| Service Area: | Children, Education and Families |
| Primary Location: | Positions across county |
| Budget responsibility: | None  |
| Responsible to: | Children’s Housing Occupational Therapy Service Manager |
| Responsible for: | N/A |

## 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.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 through 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. |

## 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.* To be responsible for specialised OT housing assessments and interventions which will focus on adaptations and management of babies, children and adolescents who present with diverse, complex and profound physical, developmental and learning needs.
* 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.
* To make recommendations to the District Councils for Disabled Facilities Grants using the Housing Grants, Construction and Regeneration Act 1996 legislation.
* 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. This will include planning and designing major adaptations.
* Provide specialist advice to colleagues in Health, Education and Social Care regarding disabled children and their needs.
* To assess and advise on reducing risk to children their parents and carers, taking Health & Safety aspects and choice into consideration and being aware of safeguarding implications.
* 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.

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| * Work within departmental policies, procedures and guidelines including but not limited to GDPR, Data Protection Act, confidentiality and information sharing protocols.

 * To participate in the duty function on a rota basis, including telephone and emergency advice and incoming referral triage.
* Provide supervision if required to identified staff or students in line with OCC Supervision Policy.
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CPD* Contribute to the development of the service i.e. by communicating new ideas or practice issues through means such as supervision, briefings, completion of council surveys, and team meetings.
* Manage own CPD as required by professional bodies, identify own learning needs and seek out learning and development opportunities that could assist personal, professional and service development.

Safeguarding* To recognise that promoting the welfare and safeguarding of children, young people and adults is everyone’s business and access training and supervision as appropriate to the role.
* To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
* To ensure concerns are responded to appropriately in line with Local Policy and interagency safeguarding procedures.

Health and safety* To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
* To promote the Councils Health and Safety Policy and ensure matters are managed in accordance with it.
* To co-operate with the Council to ensure that statutory and departmental regulations are adhered to. Report accidents, incidents and near misses, implementing corrective action where necessary.

Patient/client care * To provide appropriate specialist intervention and evaluate outcomes. To use skills and knowledge to generate appropriate strategies for caseload management for complex clinical and social issues
* To provide advice to others regarding the management and care of patients/clients with complex needs. Assist in the identification of the psychological and social needs of children, their parents and carers enabling them to function and retain dignity.
* To recognise and understand roles of other services that can meet the needs of the children and their families and liaise and refer on to these when appropriate.
* To provide specialist advice and training especially in the area of advice to children, carers, and care providers on using specialist equipment, moving and handling and use of hoists
* To assess a child’s occupational needs and provide training, advice on lifestyle changes and adaptations to their social and physical environment.
* To assess for specialised equipment, for children and carers, and assist in the process of monitoring its safe use in the community.
* To promote children’s rights in all aspects of the role and to help develop a shared understanding of what this means in practice.
* To lead in a specific area of service provision.
* To assume delegated tasks as requested by line manager, including participation in working groups, policy development groups
* To contribute to interagency/multi-disciplinary team building and policy development

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. **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.

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| Essential Criteria | Assessed By: |
| **Educational Achievements, Qualifications, Training and Knowledge**• 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 | D/I |
| **Abilities**• Experience of working as a Housing Occupational Therapist and assessing for and making recommendations for Disabled Facilities Grants (or regional / local equivalents).• 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 |
| **Job related Aptitude and Skills**• 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 |
| **Personal Qualities**• 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 |
| **Special Requirements**• Satisfactory Disclosure and Barring Service check (DBS)• Ability to travel to and access a variety of premises and locations• 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, Training and Knowledge• 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• Experience of childrens housing adaptations• Membership of RCOT and/or RCOT specialist section (Housing and/or CYP&F)• Experience of working in childrens services | 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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| [x]  | 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 | [x]  | 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 |
| [x]  | 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 WCC vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | 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 |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | 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 |
| [x]  | Potential exposure to blood or bodily fluids | [x]  | 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.