

Job description

Job title:	Occupational Therapist
Grade:	Level 1 – Dorset Grade 9 + 2 LMIs* Level 2 – Dorset Grade 10 + 2 LMIs* Level 3 - Dorset Grade 11 + 2 LMIs*
Job evaluation reference:	CC 283 a/b/c
Job family:	Health and Social Care

*** Where Labour Market Increments (LMI) apply, these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).**

Purpose and impact

To undertake statutory duties associated with the service group in which the postholder works, in accordance with Directorate policy and practice, with the appropriate supervision, guidance and direction.

Key responsibilities

- 1 To undertake statutory tasks related to the responsibilities of the service group in accordance with disability, human rights and other relevant legislation and work with colleagues in carrying out statutory duties, as required.
- 2 To carry a caseload with a high level of direction and supervision to agree the means by which care management is to be undertaken and approve decisions, plans and written reports.
- 3 To participate in team duty and referral taking systems, as directed.
- 4 To undertake assessment of service users needs in accordance with Directorate policies and procedures. Assessments will be carried out in conjunction with service users, families, carers and other professionals. Assessments will involve the evaluation of all aspects of an individual's situation, including an assessment of jeopardy and risk.
- 5 To devise, implement and review care plans to meet service user need/ statutory responsibilities.
- 6 To apply specific methods of intervention as appropriate to the service group.
- 7 To provide reports as required.
- 8 To contribute to the effective functioning of the team.
- 9 To maintain essential records, input and maintain records on core computer system as required and to undertake IT training as necessary.



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- 10 To make available any records for statistical purposes or inspection.
- 11 To liaise effectively with colleagues in other statutory, voluntary and independent sector agencies, as required.
- 12 To work collaboratively with colleagues in other settings of the Directorate, as required to meet the needs of service users and carers.
- 13 To attend team meetings and other meetings relevant to the work of the service group, as required.
- 14 To undertake training as required including ongoing post qualification professional development.
- 15 To contribute to the provision of a response to civil emergencies as required.
- 16 To function within financial and budgetary guidelines in order to purchase packages of care to meet the needs specified in care plans.
- 17 To prepare reports for court and attend to give evidence in legal proceedings as required.
- 18 To undertake specific projects in relation to service development as agreed.

Progression to Level 2 will be subject to the demonstration of competence in the above areas and a requirement to regularly carry out the following duties (ie 50% of caseload for a period of at least six months):

- 19 Demonstrate a high level of practice ability in the effective assessment and management of a wide range of occupational therapy case issues. This will involve the exercising of professional judgement and discretion in the management of risk.
- 20 Provide day to day advice to team colleagues as required.

Progression to Level 3 will be subject to the demonstration of competence and the additional requirement to regularly carry out the following duties (ie 50% of caseload for a period of at least six months):

- 21 Demonstrate an advanced level of practice ability in the effective assessment and management of a wide range of complex occupational therapy and care management issues. This will involve the exercising of professional judgement and discretion in the management of risk and conflict and the reporting on progress.



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22 Demonstrate an advanced level of practice ability in providing day to day advice and guidance to team colleagues on a regular basis as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

The role of the postholder involves exercising the statutory duties and functions of the local authority in respect of its responsibilities towards service users, many of whom may be unwilling to accept services or want services which the authority is unable to provide. Service users may be emotionally distressed and there is a potential risk of verbal or physical abuse.

There is a requirement to drive between locations and undertake lone working visiting people in their own homes.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. DipCOT/BSc OT or WFOT recognised equivalent and registered with the Health Professionals Council
2. Evidence of continuing professional development
Experience
3. Experience of physical disability and/or learning disability
Skills, abilities & knowledge
4. Knowledge of: <ul style="list-style-type: none">• Disabling conditions• Relevant legislation• Health and Safety issues• Principles of manual handling
5. Assessment skills
6. Team working skills
7. Interpersonal communication skills
8. Recording skills
9. IT skills
10. Evidence of: <ul style="list-style-type: none">• The ability to critically appraise options• Reflective practice• Some knowledge of outcome measures
Behaviours
11. Respect
12. Responsibility
13. Recognition
14. One Team: Collaboration
Other
15. Positive attitude
16. Ability to fulfil the travel requirements of the post

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.



Qualifications/ training/registrations	
17. Recognised qualification in moving and handling	
18. Accredited clinical supervisor	
Experience	
19. Experience of: <ul style="list-style-type: none"> • Working with disabled children • OT work in Local Authority setting • Undertaking housing adaptations 	
Skills, abilities & knowledge	
20. Knowledge of child development	
21. Knowledge of housing adaptations process	
22. Knowledge of relevant children's legislation	
23. Ability to contribute to a multi disciplinary approach to care planning with disabled children	
24. Ability to solve complex moving and handling problems	

Approval			
Manager	B2SA Service Manager	Date	Updated June 2024

