

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.
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.
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 values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. DipCOT/BSc OT or WFOT recognised equivalent and registered with the Health Professionals Council	Application form
2. Evidence of continuing professional development	Application form
Experience	
3. Experience of physical disability and/or learning disability	Application form
Knowledge, skills and abilities	
4. Knowledge of: <ul style="list-style-type: none"> Disabling conditions Relevant legislation Health and Safety issues Principles of manual handling 	Interview Assessment
4. Assessment skills	Interview Assessment
5. Team working skills	Interview Assessment
6. Interpersonal communication skills	Interview Assessment
7. Recording skills	Interview Assessment
8. IT skills	Interview Assessment
10. Evidence of: <ul style="list-style-type: none"> The ability to critically appraise options Reflective practice Some knowledge of outcome measures	Interview Assessment
Values	
9. Respect	Interview Assessment
10. Together	Interview Assessment
11. Accountability	Interview Assessment
12. Openness	Interview Assessment
13. Curiosity	Interview Assessment



Other	
14. Positive attitude	Interview Assessment
15. Ability to fulfil the travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

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

Approval

Manager's job title:

Date: March 2025

