

# Lancashire County Council

## Job description for the post of: Senior Occupational Therapist

**Directorate:** Adult and Community Services

**Location:**

Various

**Establishment or team:**

Acute, Urgent Community Response and Prisons

**Post number:**

Various

**Grade:**

Grade 9

**Line manager:**

**Car user:**

Y

**Staff responsibility: Y**

**Number of staff directly supervised: up-to 10**

**Which business plan covers this post? Adult and Community Services Directorate**

### Our key objectives

The following key objectives will shape the activities of the council going forward. These are grouped into four themes.

#### Our citizens

- Growing up prepared for the future
- Improving health and wellbeing
- Supporting people in need

#### Our communities

- Making Lancashire communities safer
- Making Lancashire communities stronger

#### Our county

- Promoting sustainable economic growth
- Improving roads and transport
- Protecting and improving our environment

#### Our organisation

Responding to significant financial, policy and service challenges means adapting our organisation to ensure it is fit for purpose while striving to ensure our customers receive the highest standards of service. This objective will shape the organisation in the future

### The purpose of this job:

To provide an outcome focussed assessment service to all adults with physical disabilities or age-related problems.

The post holder will be required to:

- Provide a professional occupational therapy service in a community setting in line with the Care Act (2014).
- Contribute to service delivery that is person centred and outcome focussed with an emphasis on promoting and maintaining independence through provision of specialist equipment and adaptations
- Work collaboratively with other professionals and agencies to address complex needs and achieve best outcomes for individuals and their carers
- Direct line management and supervision of junior occupational therapists and social care support officers

## Core tasks

1. To deliver professional occupational therapy assessments and interventions, carrying a high proportion of complex cases requiring advanced clinical reasoning skills and extensive knowledge of specialist equipment, adaptations, and moving and handling
2. To contribute to the delivery of occupational therapy within a social care setting as outlined in national legislation and guidance and in line with county policies and procedures
3. To promote the take up of equipment and adaptations in order to maximise independence, improve quality of life for service users and carers, reduce/ delay the need for formal/ residential care and hospital admission, whilst ensuring a cost-effective service
4. To communicate effectively with customers, carers, other agencies, and professionals to support the delivery of a co-ordinated response to customer and carer needs
5. To effectively prioritise and manage a varied caseload whilst supporting junior staff
6. To keep effective records in relation to the work undertaken using social care electronic records
7. To undertake supervision and line management duties as delegated by the team manager
8. Operate at a high level of autonomy and decision making and support junior staff with complex cases and clinical decision making
9. Take responsibility for and lead specific projects as required
10. To contribute to effective team working and service development and to work with management to identify improvements that could be introduced to enhance the efficiency and effectiveness of the Directorate
11. To lead and support the team with screening and allocation of new referrals, signposting and delegating as appropriate
13. To undertake continuous professional development, attendance at both formal and informal training and supervision
14. To be actively involved in the development of the occupational therapy service within adult social care and to provide learning opportunities as required
15. To provide professional advice and support to staff across adult social care and key stakeholders
16. Undertake work and act in a consultative role in relation to specialist equipment, adaptations and training.
17. Represent adult social care with partner agencies as and when required
18. Coordinate and chair regular team meetings as and when required to include weekly case progression and allocation meetings as well as training and development sessions

19. Investigate complaints as delegated by team manager

20. To undertake additional duties as deemed appropriate by the team manager

The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

|                     |            |                  |              |
|---------------------|------------|------------------|--------------|
| <b>Prepared by:</b> | Val Knight | <b>Reviewed:</b> | October 2022 |
|---------------------|------------|------------------|--------------|

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards level 2 qualifications in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

| <b>Person specification form</b>   |   |   |
|--|---|---|
| <b>Job title: Senior Occupational Therapist</b>  | <b>Grade: Grade 9</b>                         |   |
| <b>Directorate: Adult and Community Services</b>   | <b>Post number:</b>                           |   |
| <b>Establishment or team:</b>  | <b>Adult Social Care Team</b>                 |   |
| <b>Requirements<br/>(based on the job description)</b>   | <b>Essential (E)<br/>or<br/>desirable (D)</b> | <b>To be identified<br/>by: application<br/>form (AF),<br/>interview (I),<br/>test (T), or<br/>other (give<br/>details)</b> |
| <b>Qualifications</b>  |   |   |
| Degree or Diploma in Occupational Therapy  | E   | AF/I  |
| Current HCPC registration  | E   | AF/I  |
| 2 Years or more post qualifying experience   | E   | AF/I  |
| <b>Experience</b>  |   |   |
| Screening & prioritising referrals   | E   | AF/I  |
| Assessing the needs of individuals and their families  | E   | AF/I  |
| Working with a range of client groups.   | E   | AF/I  |
| Managing a complex caseload  | E   | AF/I  |
| Effectively prioritising workload  | E   | AF/I  |
| Working within, and leadership of an occupational therapy team   | E   | AF/I  |
| Experience of working in a physical /community setting, and assessment & provision of specialist equipment and adaptations   | E   | AF/I  |
| Provision of training, guidance, and supervision of junior staff   | E   | AF/I  |
| Specialist moving and handling techniques and equipment  | E   | AF/I  |
| Specialist seating assessments   | E   | AF/I  |
| Working with multiple external stakeholders in the delivery of complex adaptations.  | D   | AF/I  |
| Experience of working in a social services directorate or other Statutory or Voluntary Agency.   | D   | AF/I  |
| <b>Knowledge, skills and abilities</b>   |   |   |
| Risk assessment and management   | E   | AF/I  |
| Effective communication skills and proven experience of ability to work collaboratively with a range of professionals, both internal and external                        | E   | AF/I  |
| Knowledge and working understanding of relevant legislation (including social care and housing legislation) and its application within a legal framework                 | E   | AF/I  |
| Advanced I.T skills, to include experience in using computer systems for record keeping and case load management   | E   | AF/I  |
| Negotiating and networking with a range of professionals.  | E   | AF/I  |
| Numerate and able to contribute to management of budgets and resources. To include proven experience of promoting a cost effective therapy service                       | E   |   |
| Ability to prioritise and manage a case load and work autonomously whilst balancing the conflicting demands of a fast paced service and line management of junior staff. | E   | AF/I  |
| A proven understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving these                           | E   | AF/I  |

|  |                              |      |
|--|------------------------------|------|
| Effective written and oral communication skills appropriate to the situation   | E                            | AF/I |
| A commitment to improving practice standards and personal competencies through continuous professional development, and use of supervision and appraisal to improve personal performance   | E                            | AF/I |
| To have the ability to value diversity and work across cultures  | E                            | AF/I |
| To have the ability to influence and motivate others based on technical and professional expertise   | E                            | AF/I |
| To have extensive working knowledge of a wide range of specialist equipment and adaptations  | E                            | AF/I |
| Knowledge of a wide range of medical conditions and their impact on function, particularly in relation to health and wellbeing   | E                            | AF/I |
| To have advanced skills in moving and handling, equipment and completion of moving and handling risk assessments and safer handling plans  | E                            | AF/I |
| To have knowledge and skills in specialist seating assessments   | E                            | AF/I |
| To be skilled at co-ordinating/liasing with multiple agencies/organisations in the delivery of complex equipment and adaptations.  | E                            | AF/I |
| Knowledge and experience of interpretation of architectural plans and building specifications  | D                            | AF/I |
| <b>Other</b> (including special requirements)  |                              |      |
|  |                              |      |
| 1. Commitment to equality and diversity  | E                            | I    |
| 2. Commitment to health and safety   | E                            | I    |
| 3. Commitment to the council's general no smoking policy.  |                              |      |
| 4. This is an essential car user post and the post holder is expected to be able to drive and have access to a car for their work. However, in certain circumstances, consideration may be given to applicants who, as a consequence of disability are unable to drive | E                            | I    |
| 5. A flexible attitude to working location   | E                            | I    |
| <b>Prepared by:</b> Val Knight   | <b>Reviewed</b> October 2022 |      |
| <b>Note: We will always consider your references before confirming a job offer in writing.</b>   |                              |      |

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

#### **CONFIDENTIAL**

|   |  |
|---|--|
| Team/Establishment  |  |
| Post/Job title  |  |
| Description of main activities the employee will be required to undertake (or attach job description) |  |
| Form completed by: (print name)   |  |

**A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

|   |   | YES                      | NO                                  |
|---|---|--------------------------|-------------------------------------|
| 1 | Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roof work etc.).   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.).  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build-up of gases, vapours or fumes or the use of breathing apparatus is required).   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.).   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; glutaraldehyde; latex gloves). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Work with lead or lead-based products (e.g. some paints).   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

|    |  |                          |                                     |
|----|--|--------------------------|-------------------------------------|
| 9  | Food handling/preparation (of raw or uncooked food only).  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

|    |  | YES                                 | NO                                  |
|----|--|-------------------------------------|-------------------------------------|
| 11 | Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 12 | Working in isolation/lone working.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 13 | Work with electrical wiring (e.g. colour blindness).   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

|    |   |                                     |                                     |
|----|---|-------------------------------------|-------------------------------------|
| 14 | Work where there may be an increased risk of needle stick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers). | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonosis).                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16 | Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17 | Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18 | Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 19 | Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Any other occupational hazards/comments that you consider to be relevant to the post which is not included above:

|   |  |              |  |
|---|--|--------------|--|
| <b>Head of Service/Line Manager/<br/>Headteacher (please print)</b> |  |              |  |
| <b>Signature:</b>   |  |              |  |
| <b>Telephone<br/>Number:</b>  |  | <b>Date:</b> |  |

## Directorate Core Values

| <b>Adult &amp; Community Services Directorate</b>   | <b>Children &amp; Young People Directorate</b>   |
|---|--|
| <p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People, who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul> | <p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• The creative contribution made by children and young people to their communities.</li> </ul> |
| <b>Environment Directorate</b>  | <b>Office of the Chief Executive Directorate</b>   |
| <p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire’s people and businesses;</li> <li>• improve the quality of Lancashire’s environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire’s urban and rural areas; and</li> <li>• Plan a better, more sustainable future for Lancashire.</li> </ul>  | <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• Service delivery.</li> </ul>  |
| <b>Resources Directorate</b>  |  |
| <p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council’s customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• Promote efficiency and value for money.</li> </ul>   | <p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• Managers are treated with respect and treat everyone with respect.</li> </ul>   |