

Lancashire County Council Role Profile

• Post title: Occupational Therapy Support Officer (OTSO)					
Directorate: Adult Social Care			Location:		Lancashire
Establishment or team:		Community Occupational Therapy		Post number:	
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	Yes
<p>Scope of Work – appropriate for this post:</p> <p>To work collaboratively with other professionals and agencies to address needs and to achieve best outcomes for individuals and their carers, with an emphasis on encouraging independence, enabling recovery and safeguarding adults, as outlined in the national legislation and guidance and in line with county policies and procedures</p> <p>To contribute to an assessment, review and support planning service 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.</p> <p>To instil, promote and maintain working relationships with all levels of management, employees and service users (including other Directorates of the County Council and external agencies) which fully reflect the Directorate’s Standards of Conduct and Statement of Principles.</p> <p>To instil, promote and maintain a health and safety environment with all levels of Management, Employees and Service Users within the service as directed by legislation and the County Council’s policies.</p> <p>A core function of the officers of the County Council is to deliver and promote the positive benefits of equality and diversity in the way they carry out their duties and responsibilities.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>To undertake functional assessments working in partnership with service users, carers and other agencies to formulate personalised support with robust contingencies, via the use of equipment and adaptations.</p>					

To effectively prioritise and manage a caseload with support and direction from the Occupational Therapists/Team Manager.

To ensure that the needs of individuals are identified and met within the requirements of legislation and available resources

To work with people who have complex needs, challenging behaviours or difficult family dynamics to ensure that they receive appropriate support to live meaningful lives free from harm, with opportunity to direct how their needs will be met

To work in partnership with customers, carers, other agencies and all internal and external professionals through effective communication and consultation, to support the delivery of a personalised and coordinated response to customers' and carers' needs.to ensure a co-ordinated response to service users and carers.

To keep effective records in relation to the work undertaken, using social care electronic record systems and other computer systems.

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.

To participate in continuous personal development, including engaging in personal training opportunities, and contribute positively to the organisation within staff supervision and personal development process.

Additional Supporting Information – specific to this post:

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.

To undertake specific and local responsibilities, on behalf of the service, as identified with the Team Manager.

To support new or less-experienced colleagues, sharing knowledge and expertise and contribute to the induction of new workers

To instil, promote and maintain a health and safety environment for all levels of staff and service users, in keeping with your level of responsibility and accountability as defined under the Health and Safety at Work Act 1974, the Management at Work Regulations 1992, the County Council General Statement of Safety Policy and the Social Services Directorate Health and Safety Policy.

This is an essential car user post

Prepared by:	Val Knight	Date:	21/10/2024
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post-holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post-holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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 a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: Occupational Therapy Support Officer		Grade: Grade 6
Directorate: Adult Social Care		Post number:
Establishment or team: Community Occupational Therapy		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications GCSE Grade ‘C’ or equivalent in four subjects including Maths and English or GCE ‘O’ level or equivalent. In exceptional circumstances experience and competence in previous employment where these skills were used will be regarded as meeting this requirement.	E	AF
Qualification in Moving and Handling	D	AF
Qualification in Equipment assessment	D	AF
Qualification in Social Care	D	AF

Experience		
Work in an Organisation providing care/health services.	E	AF/I
Assessment of an individual's needs for services	D	AF/I
Working with people with physical disabilities completing assessments and providing equipment and adaptation outcomes.	D	AF/I
Knowledge and skills		
Ability to contribute effectively to the overall assessment, review and support planning task within the remit of the job.	E	AF/I
Ability to keep accurate records.	E	AF/I
Knowledge of the range of support options that are available in particular with regard to equipment for people with physical disabilities.	E	AF/I
Good communication skills	E	AF/I
Ability to work within a team	E	AF/I
Understanding of the challenges and barriers experienced by people who have physical disabilities	D	I
Knowledge of the key national legislation and LCC's policies, procedures and guidance that apply to the work of the Occupational Therapy, Equipment and Adaptations service.	E	AF/I
To have knowledge of the cultures and religions of the communities of Lancashire.	E	I
To value diversity and work across cultures.	E	AF/I
Ability to liaise with other agencies.	D	AF/I
Ability to coordinate services.	D	AF/I
Skills in dealing with the public sensitively, often at times of distress.	D	
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4. Commitment to attendance at work.	E	I
5. Commitment to the general no smoking policy	E	I
6. The post holder will be expected to familiarise themselves with relevant Computer systems	E	I
This is an essential car user post. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		
Date: 21/10/2024		
Note: We will always consider your references before confirming a job offer in writing.		