

JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Occupational Therapist	Post Ref:	
Section:	Intake and First Contact	Grade:	9 + MS
Responsible to:	Team Manager, Occupational Therapy		
Responsible for:			

JOB PURPOSE

To provide an effective high-quality integrated occupational therapy service to children, adults and older adults who have a physical disability in the community, in Dundee City Council's residential and other establishments and in hospitals ensuring effective statutory requirements are met.

PRINCIPAL WORKING CONTACTS

Integrated Manager, Team Manager, Other fieldwork colleagues, colleagues from other agencies

MAIN DUTIES

To provide a high-quality occupational therapy service to children, adults, older adults and their families.

To be responsible for a varied, self-allocated, caseload and within this to undertake the full range of occupational therapy tasks as required as determined by individual need.

To undertake the full range of occupational therapy tasks as required by individual need and the policies, operating procedures and criteria of the department.

To keep records and prepare reports meeting the requirements of departmental policies.

To contribute to the local Housing Department's efforts to provide suitable housing for elderly and disabled people by offering professional advice on design and allocations of housing and assessment of clients to be rehoused, or whose houses require adaptation.

To work collaboratively and maintain purposeful links with other agencies and departments

To provide occupational therapy expertise both within the social work department and in statutory and voluntary organisations

To attend and participate in individual supervision, team meetings, case conferences, Children's Hearings, child care reviews and other working meetings as required and implement agreed decisions.

To participate in and contribute to post qualifying training, occupational student training and to identify training needs.

To demonstrate respect for children, adults, older adults and their families and safeguard

their dignity and rights.

To ensure that services are non-discriminatory

To deputise for the Team Manager as required

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Occupational Therapist

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree or Diploma in Occupational Therapy. Registered with Health Care Professions Council (HCPC).	Post-qualification experience.	Application form Interview
RELEVANT WORK/OTHER EXPERIENCE	Experience of working with individuals with a physical disability. Has a working knowledge of legislation, policy and good practice associated with occupational therapy service provision. Experience of working collaboratively with other professionals.	Knowledge of local resources	Application form Interview References
PARTICULAR SKILLS/ABILITIES	Able to communicate effectively with individuals and families. Able to undertake assessments. Able to relate positively with colleagues, in SW and other agencies. Creative thinker able to consider different options. Ability to prioritise workloads and meet challenges and deadlines.	Competent in use of IT systems.	Application form Interview References
PERSONAL QUALITIES	Uses own initiative, are flexible, motivates self and others and has a positive attitude as a team player.	Ability to be self directive	Application form Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Availability to work beyond normal hours when needs demand this Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update. Ability to travel to undertake duties of this post effectively.	Full current driving licence (Level 2) and use of a vehicle. Moving and handling experience.	References Interview