EMPLOYMENT **ZONE** **R&S 2**

Person Specification

Job title:	**Occupational Therapist**
Job Family/ Grade/Level:	**People, Care & Support 6, Grade 7**
Summary of role:	BASIC FUNCTIONS 1. To provide an occupational therapy service to indentified individuals, families and groups with complex needs to be carried out within the framework of relevant policy, procedures and best practice standards. 2. To provide a service within the limits of available budgets. 3. To provide reports and undertake recording to the standards and timescales required. MAIN DUTIES 1. To provide appropriate support to individuals, families, carers and groups within the community. 2. To liaise with appropriate agencies on behalf of clients. 3. To record work undertaken in accordance with departmental procedures. 4. While not directly managing any staff you will generally be part of a team and will provide support to Social Care Workers co-working cases. 5. To contribute to the multi-disciplinary work of the Health & Social Care Partnership and liaise effectively with colleagues and others are required. 6. To maintain effective working relationships with colleagues in appropriate primary, acute and continuing health care settings. 7. To participate in formal supervision sessions with senior staff as required and regularly analyse personal practice and performance in conjunction with line managers. 8. To promote public understanding of all services of the Health and Social Care Partnership and multi-disciplinary working. 9. To ensure the maintenance of appropriate management information systems to support the departments analysis needs and resources in community care. 10. To manage such budgets as may be allocated to the standard required by the Council's policies and procedures. 11. To secure best value in services directly provided or purchased. 12. To undertake such duties as may be allocated. 13. Co-operate with the introduction of new procedures and or new equipment / technology. 14. To be conversant with and operate at all times within the current health and safety at work legislation.

	15. Any other duties appropriate to the post and in line with the needs of the department.

Criteria	Essential	Desirable	Evidence
Education, qualifications & training	Diploma or Degree in Occupational Therapy and be registered with appropriate body	Post graduate training/qualification in relevant disability fields	Application form Qualifications
Skills	Ability to problem solve, plan and manage a caseload Good multi-disciplinary team working skills Excellent communication skills Groupwork skills Good interpersonal skills Flexible approach to learning and personal development Good initiative Able to motivate others	Able to implement change processes with support staff Evaluate programmes using research methodology Presentation and training skills	Application Form Interview References
Knowledge	Experience in the development and implementation of assessment and maximising independent living skills Partnership working expertise Sound knowledge of disability issues,	Post graduate experience within a community and rehabilitation setting Social Work experience Partnership work experience Supervisory experience	Application Form Interview References

	assessment and rehabilitation processes applicable to community settings Good understanding of homelessness issues		
Other	HCPC Registration Knowledge and understanding of emerging Reablement agenda	Driving licence Awareness or involvement of community issues	Application Form Interview References

Competencies		**Evidence**
Influencing Level 2	• You use good arguments and reason to negotiate successfully with other people. • You involve people in the things that you know they'll agree on. • You think about the impact of actions on other people. • You anticipate problems and plan, in advance, how to deal with them. • You get other people to make decisions with you, and gain their agreement.	Application Form Interview References
Communication Level 2	• You share relevant and important information on time, with your team. • You're happy to say what needs to be said, and you're tactful when you need to be. • You choose the best way of communicating (such as writing or face-to-face), and use the right words for your audience and situation. • You speak confidently, and hold people's attention. • You explain why decisions have been made and use examples to support them. • You keep yourself and your team focused on the most important things, but let other people express their views. • You ask people questions to check their understanding. • You give a good impression of the Council when dealing with non-employees. • You produce clear, concise and easily understood written communications.	Application Form Interview References

Customer Orientation Level 2	• You follow-up customer requests, to make sure actions are taken and issues resolved. • You measure customer satisfaction to find out what needs to be improved. • You explain to customers, how and why we can't meet their needs, and offer alternatives. • You change the way you do things, to meet the needs of each customer. • You spot problems and take action, as soon as possible, to stop them getting worse. • You deliver more than you promised, and try to exceed expectations. • You make sure that there is continuity of service, as far as possible.	Application Form Interview References
Collaboration Level 2	• You encourage people to share information, so that they achieve the right outcome. • You ask for help from colleagues or experts outside of the Council. • You try to improve your team's performance, as well as meeting your own personal goals. • You try to get everyone to work together, and help to create a sense of team spirit. • You take steps to manage the way that people think about you, and discuss the quality of your working relationships with others. • You make time to meet people and develop a shared understanding. • You build strong relationships with colleagues and customers, beyond just working together on shared tasks.	Application Form Interview References
Planning & Delivering Change Level 1	• You encourage people to share information, so that they achieve the right outcome. • You ask for help from colleagues or experts outside of the Council. • You try to improve your team's performance, as well as meeting your own personal goals. • You try to get everyone to work together, and help to create a sense of team spirit. • You take steps to manage the way that people think about you, and discuss the quality of your working relationships with others. • You make time to meet people and develop a shared understanding. • You build strong relationships with colleagues and customers, beyond just working together on shared tasks.	Application Form Interview References
Initiative Level 2	• You use your initiative to solve problems. • You get other people to share their ideas and get them to take personal responsibility for their results.	Application Form

	• You proactively try to make a difference and make things happen. • You encourage everyone in the team to join in fully, improving teamwork as a result.	Interview References