

# Lancashire County Council

## Job description for the post of: Occupational Therapist

**Directorate:** Adult Social Care

**Location:**

County

**Establishment or team:**

Reablement

**Post number:**

**Grade:**

Grade 8 OT

**Line manager:**

Grade 9 OT

**Car user:**

Y

**Staff responsibility: 0**

**Number of staff directly supervised: 0**

**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 both 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 Reablement, specialist equipment and adaptations
- Work collaboratively with other professionals and agencies to address complex needs and achieve best outcomes for individuals and their Carers

## Core tasks

1. To deliver professional Occupational Therapy assessments and interventions, carrying a varied caseload to include some complex cases requiring clinical reasoning skills and knowledge of setting 'SMART' goals, Reablement, 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 individuals and Carers, reduce / delay the need for formal / residential care and hospital admission, whilst ensuring a cost-effective service
4. To communicate effectively with individuals, 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
6. To keep effective records in relation to the work undertaken using Social Care electronic records
7. Operate with some autonomy and decision making, supported by senior staff with complex cases
8. To contribute to team working and service development
9. To complete screening and allocation of new referrals using agreed criteria
11. To undertake continuous professional development, attendance at both formal and informal training and supervision
12. To be involved in the development of the 'Reablement Service' within 'Adult Social Care'
13. To provide professional advice and support to staff across Adult Social Care and key stakeholders
14. Undertake work and act in a consultative role in relation to Reablement, specialist equipment, adaptations and training
15. Represent 'Adult Social Care' with partner agencies as and when required
16. Attend and contribute to regular team meetings as well as training and development sessions
17. To undertake additional duties as deemed appropriate by the 'Team Manager'
18. Supporting and guiding 'Reablement Provider' staff where necessary:
  - a) Supporting Reablement Assistants (RAs) with following 'SMART' goals
    - i) Undertaking joint visits with RAs
      - o Demonstrating any techniques that would aide an individual's progress with their goals
      - o Delivering training with RAs

19. Take a professional role in leading practice development with the Reablement Social Care Support Officers (SCSOs) through 'on-the-job' coaching and leading informal training
  - i) Supporting SCSOs with 'SMART' goal setting and Reablement as a whole:
    - o Reviewing Reablement Plans
    - o Delivering training
    - o Promoting functional assessments by undertaking / completing joint visits
20. Be a dedicated and protected resource for Reablement case management
21. Conduct assessments / visits for new individuals in receipt of Reablement and write out 'Reablement Plans' (within 72 hours of start) and leave a copy in the individual's home
22. Look to engage the individual and / or (where relevant) their relatives for Reablement, focusing on motivating goals and setting correct expectations surrounding the service and any potential ongoing care that may be required
23. Explain the 'Service' to the individual and / or (where relevant) their relatives
24. Set 'SMART' outcomes that are clear, concise and in plain English
25. Attend every weekly full caseload review with their Senior OT
26. Attend every weekly 'Wellbeing' meeting – This should be seen as the priority. If absent, the OT should make arrangements to catch up with the Senior OT / OT Team Manager outside of the meeting and request an update of due actions and individual's issues

If leading on a case:

27. The OT should have detailed understanding on the individual's progress should a case need to be presented / discussed in a 'Daily Call'. If the feedback provided by the 'Reablement Provider' is not detailed enough, the OT should look to bring the case to the 'Daily Call' to discuss with the 'Reablement Provider' to get the detail required to review the case
28. Feedback should be acted on or reviewed with Senior OT / OT Team Manager to agree the best course of action
29. Complete 'Final Review' promptly – Be on top of feedback and understand when the individual is ready for review
30. Be aware of the time individuals have been on Reablement and should look to complete a review after 2 weeks as standard practice (regardless of feedback score)
31. Be clear and confident on the individual's outcome ahead of the 'Final Review' through discussing the outcome at the 'Daily Call'. The OT should invite opinion from those who are in attendance at this meeting or bring to the weekly 'Wellbeing' meeting to seek advice from the rest of the 'Reablement Team' and see this shared decision making as an opportunity to share risk

- 32. Look verify the understood outcome at the 'Final Review' and escalate to the OT Team Manager if the individual's needs on 'Final Review' are different to expected
- 33. Send all assessments (Overviews) for ongoing care (if commissioned) to their direct 'Line Manager' (Senior OT) as soon as possible for approval
- 34. Support one another to manage caseloads across Teams depending on absence or uneven demand

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.

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	Val Knight (County Manager)	<b>Date:</b>	January 2019 Reviewed 13/12/2019  Reviewed 04/02/2020 by Kate Hemple to include Reablement 'core tasks'  Reviewed and updated by Kate Hemple (01/02/2022)
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**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: Occupational Therapist</b>	<b>Grade: Grade 8</b>	
<b>Directorate: Adult Social Care</b>	<b>Post number:</b>	
<b>Establishment or team: Reablement and Occupational Therapy Team</b>		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
Degree or Diploma in Occupational Therapy	E	AF/I
Current HCPC registration	E	AF/I
<b>Experience</b>	E	AF/I
Accepting referrals.	E	AF/I
Gathering information.	E	AF/I
Assessing the needs of individuals and their families	E	AF/I
Work in a Social Services Directorate or other Statutory or Voluntary Agency.	D	AF/I
Work with a range of client groups.	D	AF/I
Managing a caseload	E	AF/I
Determining priorities	E	AF/I
Working as a member of a team	E	AF/I
To have experience of working in a physical /community environmental assessing for equipment and /or adaptations	D	AF/I
To have had experience of using moving and handling techniques and equipment	D	AF/I
<b>Knowledge, skills and abilities</b>		
Experience in assessing and analysing need and risk and planning care with individuals.	E	AF/I
Experience in working effectively with other agencies and professionals.	E	AF/I
To have knowledge and working understanding of relevant legislation ( including social care and housing legislation ) and its application and ability to work within legal framework and accountability.	E	AF/I
IT literate, experience in using manual and computer systems for record keeping.	E	AF/I
Negotiating and networking with a range of professionals. Numerate and able to contribute to management of budgets and resources.	E	AF/I
Organisational skills, able to prioritise and manage a generic case load and work independently under pressure.	E	AF/I
A demonstrable 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 others based on technical and professional expertise .	D	AF/I
To have knowledge of a wide range of common equipment and adaptations provided in the community	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. The County Council operates a 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 a car at their disposal. However in certain circumstances consideration may be given to applicants Who as a consequence of disability are unable to drive?	E	I
<b>Prepared by:</b> Val Knight and Janette Daley  Kate Hemple	<b>Date:</b> January 2019  <b>Reviewed and updated by</b> <b>Kate Hemple</b> <b>(01/02/2022)</b>	
<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	Adult Social Care team
Post/Job title	Occupational Therapist
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name) Janette Daley and Val Knight	

#### **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, roofwork 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; gluteraldehyde; 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 needlestick 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:</b>	<b>Sue Lott</b>
<b>Signature:</b>	



<b>Telephone Number:</b>		<b>Date:</b>	<b>January 2019</b>
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## 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>

## **Reablement Grade 8 Occupational Therapist (OT) Role:**

**This is a primarily a clinical role**

- No line management responsibilities bar the undertaking / completing of weekly full caseload reviews in the absence of Seniors only and covering a day on Contact Rota (may increase dependent upon any Senior 'Annual Leave' / Absences)
- **Supporting and guiding 'Reablement Provider' staff where necessary:**
  - Supporting Reablement Assistants (RAs) with following 'SMART' goals
    - Undertaking joint visits with RAs
      - Demonstrating any techniques that would aide an individual progressing with their goals
      - Delivering training with RAs
- **Take a professional role in leading practice development in the Reablement Social Care Support Officers (SCSOs) through 'on-the-job' coaching and leading informal training:**
  - Supporting SCSOs with 'SMART' goal setting and Reablement as a whole:
    - Reviewing Reablement Plans
    - Delivering training
    - Promoting functional assessments by undertaking / completing joint visits
- Be a dedicated and protected resource for Reablement case management
- Conduct assessments / visits for new individuals in receipt of Reablement and write out 'Reablement Plans' (within 72 hours of start) and leave a copy in the individual's home
- Look to engage the individual and / or (where relevant) their relatives for Reablement, focusing on motivating goals and setting correct expectations surrounding the 'Service' and any potential ongoing care that may be required
- Explain the 'Service' to the individual and / or (where relevant) their relatives
- Set 'SMART' outcomes that are clear, concise and in plain English
- Attend every weekly full caseload review with their Senior OT

- Attend every weekly 'Wellbeing' meeting – This should be seen as the priority. If absent, the OT should make arrangements to catch up with the Senior OT / OT Team Manager outside of the meeting and request an update of due actions and individual's issues
  
- If leading on a Reablement case:
  - The OT should have detailed understanding on the individual's progress should a case need to be presented / discussed in a 'Daily Call'. If the feedback provided by the 'Reablement Provider' is not detailed enough, the OT should look to bring the case to the 'Daily Call' to discuss with the 'Reablement Provider' to get the detail required to review the case
  
  - Feedback should be acted on or reviewed with Senior OT / OT Team Manager to agree the best course of action
  
  - Complete 'Final Review' promptly – Be on top of feedback and understand when the individual is ready for review
  
  - Be aware of the time individuals have been on Reablement and should look to complete a review after 2 weeks as standard practice (regardless of feedback score)
  
  - Be clear and confident on the individual's outcome ahead of the 'Final Review' through discussing the outcome at the 'Daily Call'. The OT should invite opinion from those who are in attendance at this meeting or bring to the weekly 'Wellbeing' meeting to seek advice from the rest of the 'Reablement Team' and see this shared decision making as an opportunity to share risk
  
  - Look to verify the understood outcome at the 'Final Review' and escalate to the OT Team Manager if the individual's needs on 'Final Review' are different to expected
  
  - Send all assessments (Overviews) for ongoing care (if commissioned) to their direct 'Line Manager' (Senior OT) as soon as possible for approval
  
- Support one another to manage caseloads across Teams depending on absence or uneven demand