

Role Profile

Part A - Grade & Structure Information

Job Family Code	9SW	Role Title	Occupational Therapist
Grade	PS9SC	Reports to (role title)	Occupational Therapy Manager
		Directorate	Children's, Schools and Families
JE Band	314-370	Service / Department	Children and Families / Children with Disabilities Team (East/West)
		Date Role Profile was created	15th August 2017

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To provide a professional Occupational Therapy service to Children and their families and carers living in Surrey in line within the requirements of the departmental policy, procedures and relevant children's legislation. Engage with children and their families to provide specialist occupational therapy assessments within the home setting and interventions for children with complex and varied special needs according to the agreed service and professional judgements. The role holder will undertake specialist assessments for equipment, adaptations, and manual handling to meet identified needs using local authority funding and the Disabled Facilities Grant process where eligible. Advice and support may need to be sought in more complex cases.
Work Context	The role holder works under the supervision of more experienced staff. They will be based in either the East or West Children with Disabilities team with office bases in Redhill and Woking. These teams provide Occupational therapy, social work and social care services to the community. The role holder will be expected to travel and work around the County supported with mobile IT equipment and hot desk facilities.
Line management responsibility if applicable	No line management responsibility but may have the opportunity to develop supervisory skills and experience and take on a co-ordinating and advisory role with non-qualified or less experienced colleagues.
Budget responsibility if applicable	No direct budget responsibility but may make recommendations for the provision of equipment and adaptations, in line with the budget determined in according to the assessment of need.

Representative Accountabilities	Casework Management • Take professional responsibility as directed for managing a caseload which will include individuals, children, families and carers who require support and guidance. Enable them to identify their needs and plan support to meet those needs using the full range of options, seeking advice and support where appropriate. • Demonstrate confident and effective judgement about risk and accountability in decision making. Assessment and Review • Use assessment procedures discerningly in response to the presenting needs and to ensure that a proportionate assessment is completed in a way that enables maximum participation. Advice and Guidance • Provide information, advice and guidance in line with current national legislation and to recognise the need for, and appropriately signpost to other agencies, services or providers. Safeguarding • Understand the forms of harm and their impact on people and be able to identify safeguarding concerns. • Where relevant and with support undertake assessment and planning for safeguarding. Staff Development • Share and present professional knowledge and expertise with colleagues within the team. • When appropriate provide professional reflective supervision to staff who are not professionally qualified Typical accountabilities in roles at this level in this job family Data Quality • Take professional and personal responsibility for clear recording of analysis and judgements, maintaining up to date case work records on the database as required by Surrey County Council. • Take responsibility for working within the Directorate's data protection policies. Duties For All Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Relevant professional qualification and Health and Care Professions Council registration where required. • Up to date working knowledge of relevant national and local policy and statutory guidance and legislation in relation to the provision of social care services. • Sound knowledge of social care processes and responsibilities in line with personalisation, self directed support and person centred planning. • An understanding of the principles of confidentiality and information governance and how these apply to social care. • An understanding of diversity and how it affects practice. • Ability to communicate appropriately and in a timely way with individuals, carers families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication. • Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way. • Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them. • Ability to co-operate and work well with others, support colleagues both within and outside of the team and contribute to the successful achievement of team goals, sharing information and learning whilst supporting others. • Competent in the use of basic IT skills. • Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information. • Ability and willingness to develop effective professional reflective supervision skills to support less experienced qualified staff.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Degree or Diploma in Occupational Therapy and current HCPC registration An enhanced DBS check will be required for this role An ability to demonstrate excellent assessment and analysis skills Proven experience of working with disabled children would be beneficial The post holder will need to have the willingness and ability to travel round the county to meet the demands of the role.
Role Summary	Roles at this level provide professional social work, occupational therapy and other support to individuals, children, families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. They engage with individuals, children, families, groups and communities to assess and intervene and using professional judgement employ a range of interventions promoting choice, control and independence.
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