

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9SW</b>	<b>Role Title</b>	<b>Occupational Therapist</b>
<b>Grade</b>	PS9SC	<b>Reports to (role title)</b>	
		<b>Directorate/ School</b>	<b>Adults, Wellbeing &amp; Health Partnerships</b>
<b>JE Band</b>	314-370	<b>Service / Department</b>	
		<b>Date Role Profile was created</b>	<b>01/11/2025</b>

## 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.

<b>Role Purpose</b> including key outputs	<p>To provide a professional Occupational Therapy service to adults in Surrey, their families and carers in line with national legislation, local policy and procedures.</p> <p>To promote wellbeing and independence by completing complex occupational assessments, proportionate support plans and by using specialist equipment, adaptations, skills gain and risk management programmes.</p> <p>To understand and apply the Council's duties and responsibilities for safeguarding children and young people as they apply to the role.</p> <p>To understand and apply the Council's duties and responsibilities for preventing and detecting crime, including countering terrorism and reducing risks of radicalisation, as they apply to the role.</p>
<b>Work Context</b>	<p>The postholder will be working in Adults, Wellbeing &amp; Health Partnerships (AWHP) and will be based in:</p> <p>The Connect to Community (C2C) team which provides a single front door for new contacts in the east or west of Surrey. The key components of C2C are strengths-based conversations, carer support, triaging safeguarding enquiries, tech enabled care, referrals to reablement, provision of OT support, community information and housing advice.</p> <p>They will be required to work flexibly to support the operational needs of the wider service as required.</p> <p>Surrey has both urban and rural areas and the postholder will be expected to have a valid driving licence to drive in the UK and access to a vehicle.</p> <p>Reasonable adjustments will be made for individuals who have a disability to enable them to fulfil the requirements of the job.</p> <p>Professional supervision will be provided. <input type="checkbox"/></p>
<b>Line management responsibility</b> if applicable	No direct line management responsibility, but will 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 as required.
<b>Budget responsibility</b> if applicable	No direct budget responsibility, but may make recommendations for the provision of equipment and adaptations in line with the budget determined according to the assessment of needs. They may need to advise less experienced or unqualified colleagues on budget and the cost of services.

**Representative  
Accountabilities**

Typical accountabilities  
in roles at this level in  
this job family

**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.

**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: Responsible for ensuring health & safety policies, procedures and legislation are fully implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.

<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and registration where required.</li> <li>• 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.</li> <li>• Sound knowledge of social care processes and responsibilities in line with personalisation, self directed support and person centred planning.</li> <li>• An understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• An understanding of diversity and how it affects practice.</li> <li>• 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.</li> <li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li> <li>• Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them.</li> <li>• 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.</li> <li>• Competent in the use of basic IT skills.</li> <li>• Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information.</li> <li>• Ability and willingness to develop effective professional reflective supervision skills to support less experienced qualified staff.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Recognised Occupational Therapy qualification (degree or diploma)</li> <li>• Have and maintain current registration with Social Work England (SWE) and adhere to the SWE standards for conduct, performance and ethics.</li> <li>• Demonstrable knowledge of the impact of long term disability on an individual, their carer and family.</li> <li>• A good understanding of the different models of disability and how they impact on professional practice and interventions. □</li> </ul>
<p><b>Role Summary</b></p>	<p>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.</p>

