

**Royal Greenwich**  
**JOB DESCRIPTION**  
**Community Occupational Therapist Level I**

**DEPARTMENT: Adults & Older People**

**SECTION: Occupational Therapy Team**

**GRADE: PO2**

**POST DESIGNATION: Community Occupational Therapist Level I**

**Purpose of job**

To meet with Service Users, carers, families, multi-disciplinary agencies and organisations (in a variety of locations as required) in order to enhance the independence, safety and quality of life of the Service User and their carer (s) through rehabilitation planning, specification of equipment and structural changes to the environment; producing individual care & support plans, strategies and care plans, monitoring and case management, this will include coordinating assessments and reports, including presentations to relevant multiagency panels.

To ensure that all work complies with Council policies and procedures and that statutory obligations are met.

Occupational Therapists are required to adhere to the College of Occupational Therapy Code of Ethics & Professional Conduct and Health & Care Professions Council Standards of Proficiency within their role.

**To be responsible to the Team Manager for:**

The quality, and prioritisation of own work and for alerting the Team Manager to any workload management issues.

The adoption of own good practice and performance standards, adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets.

**Main duties of the post**

1.To assess the functional needs of Service Users in an appropriate environment, making arrangements for service provision, rehabilitative advice and information.

2.To co-ordinate services within The Care Act 2014/ The Children and Families Act and associated Government Legislation whilst adopting a flexible approach to support service users and carers.

3.To carry assessments of functional ability, supporting the provision of person centred care. To use appropriate assessment tools and rehabilitative approaches within the social model of disability to promote independence, wellbeing and choice, whilst maintaining dignity for service users.

4.To identify, alert and refer any complex and/or safeguarding issue(s] on to the appropriate specialist social work team as soon as possible.

5.To manage a complex caseload, commensurate with grade and experience, where there is a risk of harm or breakdown.

6.To undertake an Occupational Therapy assessment of ability and functional skills, recommending and prescribing appropriate interventions to promote independence and safety.

7.To undertake the assessment of carers

8.To assess and manage risk

9.To make arrangements for the provision, installation and demonstration of equipment and adaptations. Ensuring an up-to-date knowledge of specialist equipment, adaptations and services offered by Occupational Therapists in the community.

10.To research into, and keep up to date with the practice related research related to human functional ability, and medical status and Support Planning.

11.To keep abreast of new legislation and methods of work understanding the impact on service delivery.

12.To contribute to policy and practice developments in the team and in the rehabilitative services, including contributing to the development of outcome measures across the service.

13.To work in partnership with other services, professionals, departments and agencies to promote effective joint working.

14.To develop knowledge and skills in relevant specialist areas of work, and to undertake relevant training

15.To contribute to the provision of departmental training and information sharing

16.To maintain a professional portfolio, to meet requirements of Continued Professional Development.

17.To participate in the transition process for young people with disabilities through to adulthood, in liaison with other departments and agencies

18.To comply with financial, personnel, administrative, management information, clients records and systems as directed by Team Manager.

- 19.To liaise and communicate with all relevant parties to ensure the effective discharge of the duties.
- 20.To contribute to the work of the team and the service giving talks to teams, groups and organisations.
- 21.To participate in Duty/Intake/ Enquiry Systems as required.
- 22.To provide peer support to new employees as directed by the line manager.
- 23.To comply with the use of electronic data processing systems provided, and contribute to development and improvements.
- 24.To respond to, and collate information relating to complaints and service provision issues as requested by the OT line management
- 25.To undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, the Council's Equal Opportunities and Customer Care Policies, and the New Technology agreement
- 26.To ensure that at all times, work undertaken actively promotes the Councils Equal Opportunities Policy in relation to service and personal practice.
- 27.To undertake any other work appropriate to the level and general nature of the posts duties,