

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 04335

Service Area: SEND – Children with Disabilities Team

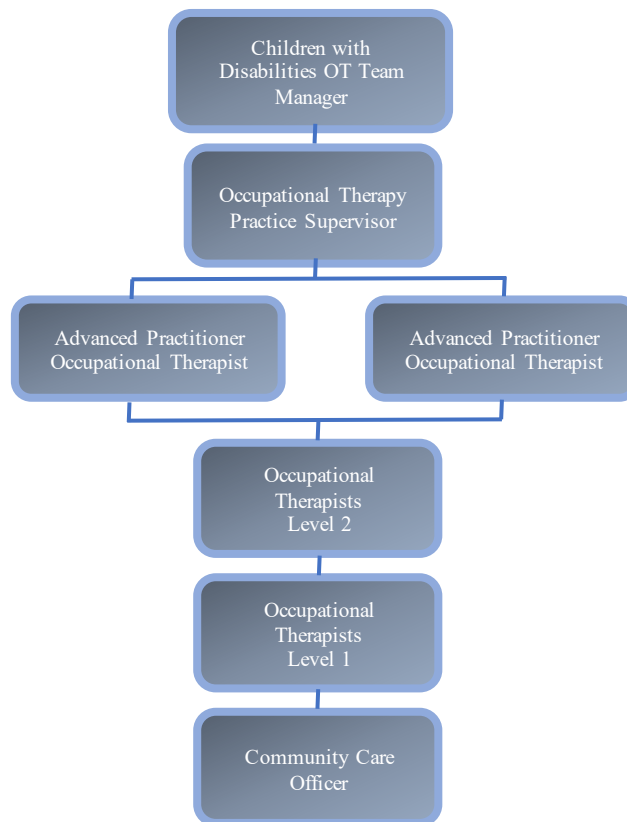
Grade: 7

Job Title: Community Care Officer Level 2

PURPOSE OF JOB:

The CCO will cover CWDOT duty on a daily basis, carry out environmental and home visits and provide equipment and adaptations under the guidance of the Occupational Therapy team to provide a safe, child-focused, needs-led service to assist children to maximise opportunities for personal development and independence.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | To cover duty daily which will primarily be office based. This will include taking and making calls to parents, carers and other professionals. Signposting for people on both the waiting list, review list and open cases |
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2	To hold and manage a small caseload of service users with less complex needs, which will include the identification of Children's needs and the provision of information and advice, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
3	To provide support to qualified Occupational Therapists as required in line with the service roles and responsibilities, including, gathering information regarding referrals, and providing advice and information as guided by the team.
4	To work as a team member within the multidisciplinary context and develop professional working relationships with other agencies within health and social care, housing, voluntary and independent sectors.
5	To provide a range of equipment, arrange minor adaptation work and to teach alternative techniques to increase independence with daily activities.
6	Communicate internally/externally with children, carers, and other professionals. To include sharing written and verbal information with both internal and external parties in line with Directorate policies and procedures and legal requirements.
7	To partake in moving and handling children and understand both moving and handling and seating principles, being able to escalate concerns to qualified Occupational Therapists.
8	To work within policies and practices of the Children's Services directorate and to participate in learning and development as required by the team and participate in Continuous Professional Development.
9	To participate as required in specific projects and programmes within the children's Occupational Therapy specialism.
10	Understand the value of performance information and use data to monitor children's progress within the service.
11	Consideration of the impact of recommendations made on behalf of service users on the budgets of partner organisations and the appropriate use of public monies.
12	Ensure Council resources are optimised and utilised effectively and efficiently, including time management and the appropriate prescription of specialist equipment.

1. PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A good standard of education, including a minimum of 2-3 A Levels (or equivalent NVQ level 3) and 5 GCSEs at Grade C or above, including English and Math's	A	✓	
Understanding of person centered and strengths bases practice	A/I	✓	
Access to a car with business insurance and full UK driving license	A	✓	
Ability to promote independence and assess needs	A/I	✓	

Ability to work with families and networks to support children with disabilities	A/I	✓	
Experience of following moving and handling plans	A/I		✓
Basic understanding of legislation relevant to the provision of health and social care	A/I		✓
Basic understanding of risk and the ability to develop solutions to manage identified risks	A/I	✓	
Understanding of the requirements and techniques of 24-hour postural support and the prescription of specialist seating	I		✓
Ability to record and present written information clearly	A	✓	
Effective IT skills	A	✓	
Ability to manage conflicting priorities under guidance	A/I	✓	
Understanding the need for confidentiality	A/I	✓	
Good interpersonal and communication skills	A/I	✓	
Ability to work in partnership with other agencies and professionals effectively	A/I	✓	
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - . All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Community Care Officer level 2 Children with Disabilities OT
Identifier	04335
Director Area	Children's Services
Service Area	SEND
Score	430
Grade	Grade 7

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	3
Contacts & Relationships	4
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	2
Physical Demands	2
Working Conditions	1
Work Context	3
Knowledge & Skill	4