Lincolnshire COUNTY COUNCIL
Working for a better future

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	**Job Ref Number: 3677**
Service Area: **SEND – Children with Disabilities Team**	**Grade:** 8 (click here for value)
Job Title: Level 1 Occupational Therapist	

PURPOSE OF JOB:

The occupational therapist is responsible for providing a safe, child-focused, needs led service to assist children to maximise opportunities for personal development and independence. The therapist will consider the needs of family members and carers during all assessments and interventions and take into account the implications of their recommendations and to identify and, where appropriate, address wider issues relating to the care and support of the child or young person.

TEAM STRUCTURE:

MAIN DUTIES:

1	To undertake case management responsibility for an allocated caseload, including recommendations of appropriate specialist equipment and adaptations, working in partnership with individuals, their families, carers, and with other agencies to promote independence, facilitate care and to minimise risk, taking account of what can be done to meet the identified needs first through advice and information and subsequently through resources available in the public, private and voluntary sectors.

2	Undertake assessments of needs, risks and options for children and young people with disabilities, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
3	Undertake assessments of needs, risks and options for children and young people with disabilities, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
4	Assessment of children and young people with challenging behaviours. Provision of advice, information, and recommendations to manage behaviours, minimise risks and support those providing care.
5	To contribute to meetings as appropriate to support close working relationships with partner organisations acting as an advocate for service users and families.
6	Planning, designing, and recording care packages in consultation with the family and other carers promoting internal support networks and access to universal social inclusion provision.
7	To assess the need for minor and major adaptations and make recommendations to partner agencies in the provision of Disabled Facilities Grants/funding of public sector works.
8	To work in partnership in the delivery of Disabled Facilities Grants/funding for adaptations, this requiring knowledge of architectural designs and building specifications.
9	Completion of moving and handling assessments across a number of social care environments i.e. home, community and residential units and supporting short breaks. The monitoring and reviewing of moving and handling plans and any equipment required identified to facilitate safe practice.
10	To participate as required in specific projects and programmes within the children's occupational therapy specialism.
11	To operate within the delegated budget support framework.
12	To work in partnership and consultation with all stakeholders involved in support day to day life of a child/young person with severe and profound disability.
13	Able to manage a complex caseload and co-ordinate between public, private and voluntary services to secure a positive outcome for the child/young person.
14	Ensure effective performance management of own caseload to deliver positive outcomes for children, young people and their families promoting independence and facilitating care.
15	Demonstration of the Council's Core Abilities at the relevant level.
16	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
17	Communicate internally/externally with service users, children and young people, carers, other professionals, providing advice, developing relationships, and advocacy on behalf of service users to promote independence and abilities in line with their expressed wishes and preferences.
18	To support and promote occupational therapy as a profession.
19	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.
20	Ensure Council resources are optimised and utilised effectively and efficiently including time management and the appropriate prescription of specialist equipment.
21	Maintenance of a Continuing Professional Development portfolio reflecting a breadth of learning and experiences.

22	Maintain performance and develop practice and experience in line with personal targets as agreed via supervision and appraisal.

1. PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Level 1 OT to hold relevant qualification (Dip COT/BSc/MSc)	A	✓	
Registered with the HCPC and ensure that registration is maintained and renewed appropriately	A	✓	
Access to a car with business insurance and full UK driving license	A	✓	
Knowledge of theory and practice of assessment and intervention planning	A/I		✓
Knowledge of relevant legislation and statutory frameworks acquired through a professional qualification in occupational therapy	A/I	✓	
Experience of completing moving and handling assessments	A/I		✓
Understanding of the processes by which adaptations and architectural plans are completed and the legislative structures relating to these including those related to Disabled Facilities Grants.	A/I		✓
The ability to assess for and prescribe specialist equipment to promote children and young people's independence and facilitate provision of care in home and short breaks environments	A/I/T		✓
Understanding of the requirements and techniques of 24-hour postural support and the prescription of specialist seating	I		✓
Self-management skills including of an allocated caseload, prioritising actions and responses appropriately	I	✓	
A reflective approach to personal development and to look for	A/I	✓	

opportunities to learn and develop skills.			
IT skills to enable effective use of relevant systems to record interventions and recommendations	A	✓	
Ability to maintain a professional approach in difficult situations	A/I	✓	
Competence in report writing and communication skills – written and verbal	A/I	✓	
Adaptability to cope with competing demands and to react to changing situations	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.