

**JOB DESCRIPTION & PERSON SPECIFICATION**

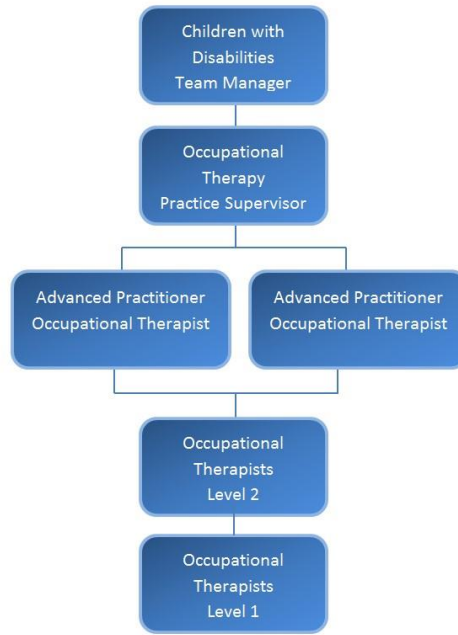
<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 02326
<b>Service Area:</b> SEND – Children with Disabilities Team	<b>Grade:</b> 10
<b>Job Title:</b> Advanced Practitioner Occupational Therapist	

**PURPOSE OF JOB:**

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate
- To provide day to day leadership, advice and guidance to the OT Team and to wider multidisciplinary team and/or work within own area of responsibility. Taking responsibility for decision making for their allocated caseload and for advice and direction given to team members/supervisee(s)
- The role will involve dealing with the most complex cases, in order to maintain credibility and experience in the field. Demonstrating competence in occupation focused practice and innovation
- The role has acknowledged depth of expertise, including the assessment and appropriate management of risk to provide a safe child-focused service and to assist in achieving a satisfactory standard of health and the personal development of the child
- To develop a specialist interest related to child and family care work in order to advise and assist staff and the management team in the area of practice, evidenced by the completion of post graduate studies
- To contribute to the professional development of the team, and promotion of occupational therapy as a profession
- Continuously look for synergies and efficiency savings across area of responsibility

**STRUCTURE CHART:**



**MAIN DUTIES:**

1	To undertake case management responsibility for a caseload of complex cases, 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 the most complex/high risk care needs and/or circumstances, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
3	Prescription and adjustment of specialist equipment to facilitate independence and facilitate care for children with complex conditions
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	Intervene in emergency situations to protect vulnerable adults/children and young people and initiate the appropriate statutory or other actions required.
6	To contribute to or chair meetings as appropriate to support close working relationships with partner organisations acting as an advocate for service users and families.
7	Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.
8	Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working and promoting innovative ways of working to meet the needs of children with complex conditions and to ensure current OT practice reflects current good practice.
9	Provide casework supervision to other occupational therapists and community care officers in the team in line with the supervision policy. Postholder is required to act as a Practice Educator to occupational therapy students on practice placements in the team.
10	Maximising the impact of resources and value for money to achieve improved outcomes for the Council including advising team members on the most

	appropriate prescription of specialist equipment. Additionally, to participate in the review of stock equipment accessed via ICES contract.
11	Ensure effective performance management of own caseload and those of team members to deliver positive outcomes for children, young people and their families promoting independence and facilitating care.
12	Provide expert advice, guidance and support, and as appropriate co-work with other occupational therapists or multidisciplinary team members in relation to complex cases. Offering shadowing to new Lincolnshire County Council employees and occupational therapy students.
13	Demonstration of the Council's Core Abilities at the relevant level
14	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
15	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.
16	To support and promote occupational therapy as a profession to include assisting with the selection of individuals to occupational therapist training courses.
17	To contribute to team development within the remit of the OT core offer and Service priorities to review provision and address areas of un-met need.
18	Involvement in contentious and complex matters which can have significant implications including care of service users, children and young people, other professionals
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	Contribute to work with commissioners/[partners to ensure a robust approach to data analysis and forecasting to facilitate effective service provision and future team developments to reflect changing service requirements.
21	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
22	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council including advising team members on the most appropriate prescription of specialist equipment.
23	To participate in the review of stock equipment accessed via ICES contract to ensure that the items are appropriate to meet the needs of service users in a cost effective and timely manner.
24	To undertake research or project work as required to support the necessary changes to ensure the appropriate level of service is maintained and reflects local and national good practice
25	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements including completion of OT initial assessments within timescales and highlighting the voice of the child in records of interventions.
26	Ensure Council resources are optimised and utilised effectively and efficiently including time management and the appropriate prescription of specialist equipment.
27	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
28	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
29	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence including support for OT students on placement.

30	As an employee, create a positive image of the County Council and to ensure that this approach is reflected by other team members.
31	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the Council to achieve best practice in all it delivers promoting equity of service and reflecting the values of service users.
32	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
33	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.
34	Maintenance of a Continuing Professional Development portfolio reflecting a breadth of learning and experiences
35	Maintain performance and develop practice and experience in line with personal targets as agreed via supervision and appraisal

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
AP OT to hold relevant qualification (DipCOT/BSc/MSc) with minimum 5 years post qualification experience in relevant fields of OT practice (Social Care and Paediatrics)	A	✓	
Registered with the HCPC and ensure that registration is maintained and renewed appropriately	A	✓	
Apple accreditation to enable Lincolnshire County Council to provide a wide range of placements for OT students, either prior to appointment or within 6 months of appointment to role	A		✓
Experience of assessing vulnerable children in accordance with the occupational therapy assessment framework	A/I	✓	
In-depth knowledge of theory and practice of assessment, planning	A/I	✓	
In-depth knowledge of relevant legislation, statutory frameworks acquired through professional qualification in occupational therapy plus post qualification training and experience including practice teaching	A/I	✓	
Experience of completing complex moving and handling assessments for children with complex physical needs and demonstration of appropriate moving and handling techniques to carers and to OT Team members	A/I	✓	
Detailed knowledge of the legislation, good practice and advice underpinning housing adaptations to meet the needs of disabled children, young people and to facilitate care	A/I	✓	
Experience in writing Disabled Facilities Grant recommendations to meet complex needs and review of plans subsequently drawn up to reflect the recommendations	A/I	✓	
Understanding of the requirements and techniques of 24 hour postural support and the prescription of specialist seating	I	✓	
Sufficient knowledge and practice ability to guide complex cases from	I	✓	

referral to closure with a minimum of direction and support			
Coaching and mentoring skills that will be actively employed on a daily basis	A/I		✓
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	✓	
Advanced level abilities 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	✓	

\*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.