

## Job title: Occupational Therapist Level 1

Department:

Service:

Grade: OT Level 1 Grade F

Post reference number: OT AL1

### 1 Job purpose

To carry out assessments in relation to disability and eligibility within current legislation, the City Council's policies and core values, and Departmental policies and procedures. To develop person centred packages of support, which may include rehabilitation/reablement, provision of equipment and structural adaptations.

### Level 1 Requirements:

To be registered with Health Professions Council.

Occupational Therapy Qualification

### 2 Principal duties and responsibilities

1. To ensure the delivery of appropriate services to children/adults and their families/carers, according to their assessed needs. This will include assessing the needs of children/adults and their carers against the Department's agreed eligibility criteria and in accordance with National Performance Indicators within set timescales and the creation and implementation of culturally appropriate care plans that demonstrate flexibility and innovative use of resources.
2. To deliver good outcomes for children/adults through completing timely assessments, developing and implementing effective care plans, including provision of equipment and structural adaptations that safeguard vulnerable children/adults.
3. Following the successful completion of the probationary period, under supervision, to provide reports to safeguarding strategy meetings or review meetings as required. To also undertake, under supervision, manual handling assessments in line with relevant legislation and safeguarding procedures.
4. To undertake case management responsibilities that include child/adult-focused assessments of need within a person centred approach, monitoring, co-ordinating and review of care plans.
5. To maintain and produce professional case records and reports which are structured, clear, evidence based and logical in accordance with the Department's case recording

---

standards and practice.

6. To make best use of the Department's information systems, both using information from the relevant Registers and inputting new information as required in a timely and accurate manner.
7. To attend team meetings as required, and to participate in individual supervision with the line manager as required by the Department's supervision policy.
8. To work proactively to promote good relationships with other professionals and agencies, as well as providing advice and guidance to colleagues within Social Care and the City Council at the direction of the Team Manager.
9. To ensure that records and user information are accurate, up to date, secure and maintained, using information technology in accordance with agreed data entry systems and the Data Protection Act.
10. To be conversant with Departmental Policy & Procedures.
11. To take part in team duty systems providing an immediate and responsive service as the need arises in emergency work.
12. To manage a mixed caseload commensurate with level of competency, qualification and experience within the Department's eligibility criteria and prioritisation for service delivery.
13. To work flexibly and to participate as a team member in developing the service and ensuring that it remains 'customer driven' and appropriate to the needs and demands of the City.
14. To demonstrate commitment and sensitivity to ensuring equality of opportunity in service delivery.
15. To undertake further training and development as necessary in order to enhance practice and service delivery.
16. To practice in accordance with the College of Occupational Therapy Code of Ethics and Professional Conduct, Care Standards Act 2000, and City Council Code of Conduct for Employees.

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality Scheme 'Fair & Just' and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder:**

N/A

---

**6 Post holder's immediate supervisor:** Team Manager

**Prepared by/author:** Jake Jacobs/Marie Halford

**Date:** 27.05.11

**Job title:** Interim Business Manager/Service Manager

-----  
**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** ..... **Date:** .....

# Person specification



**Nottingham  
City Council**

## Job title: Occupational Therapist level 1

Department:

Service:

Section:

Grade: OT Level 1 Grade F

Post reference number: SSOCCTHER002

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Qualification</b>	Diploma / Degree in Occupational Therapy		✓			✓
	To be registered with health Professional Council		✓			✓
<b>Assessment of needs relating to disability and services</b>	Ability to carry out community care assessments of need and develop care packages.		✓		✓	
	Awareness of equipment and adaptations in relation to promoting independence.				✓	
	Understanding of the issues of working in the community.				✓	
	Awareness of postural management assessment.		✓		✓	
	Commitment to the Social Model of Disability.		✓		✓	
<b>Knowledge</b>	Child/Adult centred thinking approach to work practice			✓	✓	
<b>Professional Development</b>	Awareness of relevant legislation, including safeguarding issues.		✓	✓	✓	
	Awareness of and commitment to the need for Continual Professional Development.		✓		✓	
<b>Communication Skills</b>	Ability to communicate effectively with children and families, colleagues and other professional agencies in writing, in person, and over the phone.		✓	✓	✓	
	Ability to establish rapport with children, families and colleagues.			✓	✓	
	Ability to deal with difficult / demanding people and situations.		✓		✓	
	Ability to work as part of a team.		✓	✓	✓	

	Commitment to partnership working.				✓	
	Ability to record accurately in writing.		✓	✓	✓	
	Ability to contribute to meetings including review meetings.		✓		✓	
<b>Time Management</b>	Ability to organise and prioritise work.			✓	✓	
	Ability to work under pressure.		✓	✓	✓	
<b>Work Related Circumstances</b>	Be willing to undertake further training and development as necessary in order to enhance service delivery.		✓		✓	
	Ability to work outside 'normal' office hours.		✓		✓	
	Understanding of Health and Safety issues.		✓		✓	
<b>Technology</b>	Work with computer and other new technology and associated systems as required, and support staff in its use.		✓		✓	
<b>Work to promote mutual respect and good relations</b>	Sensitivity to a diverse range of children and families and users and evidence of responding to their different needs.				✓	
	Awareness of and a general commitment to providing a culturally sensitive service.		✓		✓	
	An understanding of the City Council's Equality Scheme, a commitment to its implementation and application in employment and service delivery		✓		✓	
<b>Other</b>	Honesty and Integrity.		✓			✓
<b>Work Related Circumstances</b>	Willingness to comply with the City Council's non-smoking policy.		✓			
	Must be willing to undertake a CRB check at the appropriate level.		✓			

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

**Prepared by/author:** Jake Jacobs/Marie Halford

**Date:** 27.05.11

**Job title:** Interim Business Manager/Service manager