**Hybrid Adult Practitioner / Occupational Therapy Assistant**

**Grade Scale 6 - £30,559 - £32,654**

**Job Description**

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| **Job Purpose** |
| The Independent Living Centre offers a first point of contact to residents of Telford who are looking for solutions to enable them to live safely and independently at home. A key element of this role is to be able to manage those conversations and ensure that individual receive the correct support and advice at the right time.  The post holder is integral to assisting the individual and their family to make informed decisions about the level of choice, control and risk they wish to take with their lives.   * The postholder will be an Occupational Therapy resource at the Independent Living Centre, providing advice, information and guidance, deliver low level assessments, provide equipment and recommend adaptations with supervision. * The postholder will have a broad understanding of Adult Social Care, including a good understanding of the Care Act eligibility criteria, Assistive Technology and community resources, being able to offer advice and support to anybody attending the ILC and completing assessments and review as required under the Care Act 2014 * The focus of this role is prevention and promoting wellbeing as described in the Care Act, delivering effective interventions at the right time can stop needs from escalating and help people maintain their independence for longer.   To support the delivery of Adult Social Care statutory duties in line with the Care Act, Human rights Act and Mental Capacity Act.  Integral to the post will be working with individuals, their carers and families to complete Care Act assessments and reassessments (reviews). Interventions are quality assured and agreed by a Senior member of staff.  To complete Carers assessments, completion of the Continuing Healthcare Checklist, Mental Capacity Assessments and best Interest decisions when required, with senior oversight.  Design support plans with the individual, providers, their carers and/or families, build a Support Plan which is person centred, holistic and supports developing and/or maintaining personal independence with the use of community assets, assistive tech and digital solutions.  Building strength and confidence for individuals and families to have control of their lives.    Providing or sourcing the support that is needed to develop wellbeing and improve connections to family, friends within the communities |
| **Major Tasks** |
| * To represent the Council as a first point of contact, ensuring that a solution focussed approach is used to avoid delay in reaching outcomes. * To carry out Occupational Therapy Assessments of adults with low level needs * To offer a range of advice, information and guidance, including signposting to ‘high street’ provisions and utilisation of the Virtual House * Identify risks and work to develop plans to manage or reduce risk with support of a qualified/clinical colleague. * To promote close and constructive relationships with adults and their families and partner agencies * To provide interventions to reduce or delay the persons need for commissioned services * To work as part of a community based multi-professional, team to support the development of services that will have a high impact on outcomes for individuals and communities. * To connect individuals to support within their communities. * To work in partnership with a range of statutory, independent and voluntary services to develop and implement care plan objectives and outcomes * To produce high quality person centred assessments and support plans which advocate for the outcomes of the individual. * To produce high standard assessments and support plans, which will be subject to robust quality assurance process to improve the lives of individuals and/or family/carers. * Completion of Care Act assessments and determining eligibility under the Care Act * Completion of Mental Capacity assessments and supporting Best Interest decisions when required * To participate in group meetings and support an ethos of learning and development, using evidence on which to base practice including Occupational Therapy and Locality team Peer Reviews on a weekly basis. * To work to uphold quality standards and cost effectiveness of service, ensuring the most appropriate and cost effective options are considered * To work within limits that support Vulnerable Adults and report and concerns immediately to a member of the leadership team. * Contribute to planning/reviewing the cases of adults and older people under the supervision of a qualified worker * Undertake preventative work in order to reduce the need for care or services. Work with adults, families, carers and communities to help them to make informed decisions, enabling them to clarify and express their needs and contribute to service planning * Liaise with colleagues in own and other council services and external agencies in order to gather information relevant to assessment and care planning activities. * Maintain and update case notes and other records, write reports as required * Promote equality as an integral part of the role and treat everyone with fairness and dignity * Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the T & W Health and Safety policy and any service-specific procedures/rules that apply to this role * Other similar duties |
| **Contacts & Relationships** |
| To develop and maintain professional relationships with adults, carers and relatives where appropriate and all relevant agencies and staff, both internal and external to Telford & Wrekin, to promote and participate in multi-agency working as required. These contacts will include providing professional advice and the giving, receiving and analysis of information. |
| **Creativity** |
| Use of creative skills to identify solutions, understanding of how individuals complete their occupations and utilise their environment to be able to do this and develop support plans that are meaningful to them.    To use own initiative when considering occupational therapy interventions for individuals, utilising activity analysis and explore various techniques, equipment and adaptation solutions, consider existing services in the community that should be used to support an individual. Using own initiative and not support planning with ‘off the shelf ideas’  Providing practical support to enable people to facilitate recovery and overcome barriers that prevent them from doing the activities that matter to them, increasing independence and satisfaction |
| **Decisions** |
| Decisions regarding low level equipment can be made autonomously.  Decision regarding Care Act eligibility can be made autonomously  Recognition of when support and advice is needed  All other decisions should be agreed and supported by a qualified worker, through supervision and Peer Review |
| **Management & Supervision** |
| No supervisory responsibility |
| **Supervision Received** |
| Plan own work load and report directly to a Supervisor for clinical support  Monthly supervision by a senior colleague for both day to day operational process and cases and clinical support from Occupational therapy leadership team.   * **Organise and manage own workload including setting priorities for work and seeking specialist advice when required** * **Decisions around management of risk will be considered along with the team Manager or Senior Managers** |
| **Complexity** |
| Informed advice, information and guidance and assessment for low level equipment and interventions   * Demonstrate effective practice in all situations, assessing and managing levels of risk, striking a balance between support and control, liaising with a wide range of professionals. |
| **Resources** |
| * Responsibility for processing personal sensitive information; * Maintain accurate and timely recording on case management information systems * Responsibility within the occupational therapy process to ensure that the resources invested for the individual promotes the individual’s best interests. Where this is not the case, to ensure that other avenues are pursued. * Prescription of equipment and large building adaptations which need to be considered and recommended appropriately and proportionately. * Develop their knowledge around resources available to support individuals to remain in their own home |
| * **Impact** |
| * The role will have an impact on the reputation of the council and outcomes of professional interventions * The role is crucial to the service achieving performance targets and best outcomes for individuals and carers * To allow individuals to remain or have access to their own homes * To ensure the council fulfils its statutory duty to individuals and carers that are eligible for services in line with legislation |
| * **Physical Demands** |
| * Moving, lifting and fitting equipment at the ILC and in individual’s residences. * Working closely with individuals who have complex moving and handling difficulties for example morbid obesity, paralysis and limb amputation.. * Driving between meetings and home visits. * Carrying and using remotely appropriate equipment necessary to be a mobile worker. * Utilise mobile and agile working to ensure you are working efficiently. |
| * **Working Environment** |
| * The post holder will be required to travel across the authority to work in multiple locations in order to support service delivery; * Visit the placement / home of adults and families: * Lone working in peoples’ homes * In the main, this post works in the environment of the Independent Living Centre in terms of heat, ventilation and lighting. Due to hybrid working, this is likely to be in your own home occasionally too. * Exposure to air or blood borne infection * Bending and lifting, sometimes in confirmed spaces due to the nature of individuals’ homes. * Exposure to offensive visual or olfactory stimulae |
| **Emotional Context** |
| * The post holder will regularly have contact with information that is distressing, including information of an adult safeguarding nature or information that will be highly sensitive and distressing in content. * Contact with people who are palliative or have life-altering conditions and working closely with individuals and families as they cope with this. * The post holder will have regular contact with individuals and/or carers and/or families, who will often be distressed or angry. * The post holder will need to manage the emotional strain arising for themselves, the individuals and carers in making decisions/recommendations around individuals’ immediate, medium and long term care needs * The post holder will need to make decisions involving some levels of risk concerning individuals and carers |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Evidence of direct working with the public, in health of social care roles. * Evidence of a continuous commitment to professional development   A NVQ level 4 qualification or its equivalent in terms of qualification(s) and experience |
| **Experience** | * Experience in a health or social care environment, working with individuals, families and carers. * Experience in assessment and care approaches to advice, information and guidance, prevention and other interventions which will improve outcomes for adults and their families. * To include those who are frail and vulnerable, do not have mental capacity and their families from a range of cultural backgrounds. |
| **Knowledge** | * Knowledge of assessment, taking a whole person approach to both mental and physical health and wellbeing, enabling individuals to achieve their full potential. * Knowledge of adults who may need protection, for care & support or safeguarding. * Understanding of the Care Act, the Mental Capacity Act and the Mental Health Act and their context. * Understanding of other current government policy and Legislation and guidance relating to housing adults and older people. |
| **Skills** | * Good oral and written communication skills. The ability to communicate effectively with people seeking advice, information and guidance, their families, professionals and others. * Good inter-personal skills, including the ability to develop effective working relationships, promote good customer care. * Plan, organise and prioritise a workload, with supervision from a qualified member of the team, in order to meet deadlines. * Work as a member of a team and develop collaborative relationships. * Use information technology effectively, having necessary keyboard skills to use email and update computerised diaries and update and retrieve information from organisational record systems. |
| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * Develops good quality relationships with others by behaving with integrity, treating people with respect and leading by example. * Commitment to personal development |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  They receive information regarding complex conditions, medications and treatments and they also need to communicate complex details regarding housing grants, clear instruction on how to use equipment safely  For more details:  <http://ecouncil/Fluency/Pages/default.aspx> |
| **Political Restrictions\*\*** | This role is not subject to political restrictions |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | X |
| Working with Adults - Regulated Activity | X |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>