

**Vacancy Information**

**Job Details**

|  |  |
| --- | --- |
| Job Title | Occupational Therapist |
| Grade | 10 |
| Advertised Salary | £36,486 - £43,404 |
| Department | Children and Adult Social Care |

**Job Summary**

|  |
| --- |
| Working within a multi-disciplinary team the occupational therapist will carry out assessments for older people, adults with disabilities and disabled children to meet the principles of the Care Act 2014. You will assess the needs of people living with a disability and give advice or make recommendations that improve wellbeing and quality of life, maximising independence and supporting carers. |

**Special Conditions of Employment**

Diploma or Degree in Occupational Therapy

To be a registered Occupational Therapist with the Health Professionals Council

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**Person Specification**

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Use the application form to describe how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

**Criteria tested initially at short listing stage.**

E = Essential, or D = Desirable.

|  |
| --- |
| **Knowledge**   1. Knowledge of literacy and numeracy skills, to write reports to meet the needs other Agencies/Departments or Courts reports. To maintain appropriate records including financial assessments and to assist people with their finances. To produce high quality assessments. **(E)** 2. Applicants must demonstrate a general understanding of and commitment to the Councils Equality and Diversity **(E)** |
| **Experience**   1. Experience of working with people who have disabilities, particularly in a one to one situation. Work will have included the identification of needs and planning and implementing treatment **(E)** |
| **Skills**   1. Ability to effectively manage case administration, maintain appropriate records including report writing, and appreciate the implications of “open” files.. **(E)** 2. Ability to cope with high demand and throughput **(E)** |

**The following criteria will be tested at later stages of recruitment.**

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”.

Each of the criteria is noted as either E = Essential, or D = Desirable.

|  |
| --- |
| **Knowledge**   1. Knowledge of literacy and numeracy skills, to write reports to meet the needs other Agencies/Departments or Courts reports. To maintain appropriate records including financial assessments and to assist people with their finances. To produce high quality assessments. **(E)** 2. Ability to use information technology systems to input and access data, use word processing systems and Email, or willingness to learn. **(E)** 3. Applicants must demonstrate a general understanding of and commitment to the Councils Equality and Diversity policy. **(E)** |
| **Experience**   1. Experience of working with people who have disabilities, particularly in a one to one situation. Work will have included the identification of needs and planning and implementing treatment. **(E)**      1. To have experience of working with multiple agencies to facilitate holistic assessments. To collaboratively support people in achieving their goals, outcomes and maximisation of their independence. **(E)** |
| **Skills**   1. To apply occupational therapy ethics and values to guide professional practice.. **(E)** 2. Ability to use and understand the supervisory process, work to timescales be self managing and proactive in caseload management. **(E)** |

**Special Conditions of Recruitment**

This post requires **ENHANCED** Disclosure and Barring Service (DBS) clearance.