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| **Job Description** |
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| **POST TITLE** | **Senior Practitioner Occupational Therapist** |
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| **DIRECTORATE** | **Adults Health and Integration**  |
| **GRADE** | **PO4** |
| **LOCATION** | **London Borough of Hackney** |
| **RESPONSIBLE TO** | **Team Manager** |
| **RESPONSIBLE FOR**  | **Occupational Therapy staff** |

**PURPOSE OF THE JOB**

1. To hold and manage a small caseload of complex and challenging cases and to provide support and mentoring to other team members in the management of such cases
2. To support team members in maintaining and developing high professional standards.
3. To supervise students on placement and newly qualified Occupational Therapists. To undertake probationary assessments and participate in practice development programmes.
4. To have specialist knowledge of major adaptations and equipment for independence that can be used across the service. To represent the service in developing key service provision or local strategic initiatives.
5. To improve the quality of work carried out by occupational therapists including effective case management, purposeful evidence-based interventions, analytical assessments and high quality written work.

Job context;

1. The post holder reports to the OT manager
2. The post holder has supervisory responsibility for OTs and students on placement including Apprentices
3. The post holder will participate in the OT duty rota
4. The post holder will be required to work flexibly in line with health and social care integration priorities.
5. The post holder has no financial/resources responsibility

**SERVICE SPECIFIC ACCOUNTABILITIES**

**Strategic**

1. To help develop and implement strategies for the delivery of personalisation, self-directed support and strengths-based practice.
2. To keep abreast of the latest legislation and practice developments, innovation in Occupational Therapy in adult social care to improve services in Hackney.
3. To maintain high professional standards and contribute to performance and quality improvements, as well as to ensure self and staff performance is maintained.
4. To be lead on professional practice and standards in Occupational Therapy, liaising with Royal College Occupational Therapy to develop learning and career development

**Learning, Creativity and Judgement**

1. An ability to establish and maintain a range of effective communication and participation mechanisms to involve a range of people from a variety of backgrounds gaining their confidence and trust.
2. Ability to provide effective mentoring, shadowing, teaching, learning and leadership opportunities to a wide range of staff.
3. To hold a specialist and detailed knowledge and understanding of key legislation including the Care Act, The London Multi-Agency adult safeguarding policy and procedures, the Mental Capacity Act and other relevant legislation, policy and frameworks.

**Management Reporting and Analysis**

1. To have a sound knowledge and understanding of Adult Services performance targets and outcomes as they impact Occupational Therapy Practice at different levels. Knowledge and experience of different methods of supervision, guidance and teaching to produce the very best workforce practice.
2. To be able to evaluate and monitor the performance of the whole service and key educational milestones for learning and development.
3. Achieves results through effective management of self and others and strives for excellence within the workforce.
4. To play a pivotal role in the education and development and career pathways in adult services and has a key role in the recruitment and retention of skilled staff, and play a key role in representing the service with HEI’s and the Teaching Partnership.
5. Makes use of and participates in the development of management information systems, including IT recording, retrieval and analysis of data.
6. Assists in the development of robust record-keeping systems and disseminate information within the service as they relate to the needs of the service.
7. To be an experienced practitioner who can evidence how learning has been applied in their practice with an excellent track record of supporting the development of practitioners to improve the outcomes for service users.

**Resource Management and Planning**

1. To optimise opportunities for users/carers to seek out alternative support solutions through personalisation and strength-based practice to maximise their dependence and strive for co-production.
2. To appropriately exchange information with colleagues. To work collaboratively with others, achieving outcomes where all parties gain.
3. To have an overall understanding of the political, financial and governance framework and establish effective networks, seek opportunities for collaboration with stakeholders, demonstrate sensitivity to partners and stakeholders' needs.
4. To have awareness of the organisational context and commitment to the Council’s organisational values and beliefs.

**Operational responsibilities**

1. To undertake direct complex casework and case management within the team, including chairing meetings, case conferences and multi-agency meetings.
2. To support a varied range of team members and students with their professional development through proactive mentoring, collaboration and practice modelling, to ensure a person-centred service is offered using a strengths-based practice.
3. To operationally lead on the management of risk, risk enablement and safeguarding within the team.
4. To promote service users' independence and support implementation of outcomes-focused strengths-based Self Directed Support.
5. To engage with HEI’s and the Teaching Partnership in supporting occupational therapy students on placement, and apprentices at varying levels including the OT Degree Apprenticeship.
6. Facilitate user choice and control throughout the -assessment process, support planning and reviews by promoting independence and applying the principles of personalisation.
7. To act as Safeguarding Adults Manager and lead safeguarding investigations and meetings.
8. Attend multi-disciplinary, locality and management team meetings within the neighbourhood as required.
9. Ensure the team has up-to-date information and knowledge of the preventative services offered by other statutory bodies and the Third Sector and that these services are explored in detail with the potential service user.
10. Where appropriate, present creative solutions to service users about alternative ways of achieving desired specified outcomes including, identifying contingency arrangements to cover any unexpected circumstances.
11. Ensure all documentation is in a format accessible to the individual/s concerned.
12. To have a sound understanding of CHC guidance and sources of funding streams as they apply across all operational Adults Services.
13. Ensure compliance with all relevant legislation, codes of practice and Council policies

**CORPORATE ACCOUNTABILITIES**

**Corporate Responsibilities**

1. Promote a ‘one organisation’ approach.
2. Promote equality among all staff, and ensure that services are delivered in a non-discriminatory way.
3. Deputise for the line manager as required

**Service**

1. Suggest new and innovative ways of delivering person-centred services that provide high quality and good value for money.
2. Consistently apply high-quality service standards and levels of customer service, establish and monitor performance.

**People**

1. Work collaboratively with teams and individuals across the Council and partners.
2. Provide clarity around expected outcomes and standards.
3. Develop staff to realise their potential, develop their career pathways within Hackney and at all times seek improved outcomes for Hackney residents**.**

| **Person Specification** |
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## **POST TITLE: Senior Practitioner Occupational Therapist**

**GRADE: PO4**

**Technical Experience/ Skills/knowledge**

1. Substantial experience as an Occupational Therapist in Adult Services (e.g. minimum 3 years post qualification experience).
2. Detailed knowledge and legislative literacy and understanding of the Care Act, Adult Safeguarding including self-neglect and hoarding, the Mental Capacity and Mental Health Act.

1. A commitment to OT education and developing others from many varied backgrounds to maximise their potential and develop their careers within Hackney.
2. An ability to supervise, educate, mentor, coach, shadow and co-work with others in a supportive learning and developing environment, and to represent Hackney with HEI’s and the Teaching Partnership.

1. Ability to work in an integrated multi-agency manner that looks at the very best health and social care outcomes for service users at all times.
2. Ability to establish and maintain a range of effective communication, teaching and participation mechanisms to involve a range of people from a variety of backgrounds, gaining their confidence and trust.
3. Ability to provide effective leadership to qualified and unqualified staff and encourage their career development
4. To represent the service and Hackney at inter-agency and strategic forums (internal and external)
5. Ability to make well-considered decisions based on evidence of need.
6. Knowledge of current policy and practice including electronic case management systems.
7. Knowledge and application of adult services assessment, support planning and reviewing systems and processes.
8. Knowledge and application of adult safeguarding procedures, resources, current guidance and implications for best practice.
9. Demonstrate knowledge of the needs of a variety of adults including older persons, people with physical disabilities or learning disabilities, and mental health.
10. Understanding of approaches to securing community involvement, co-production and participation.
11. Ability to deal with complex and contentious communications, demonstrating sensitivity and confidentiality.
12. Listens to and communicates with service users who are unhappy with service provision, and seeks to mediate and resolve complaints and representations at the earliest opportunity.
13. Knowledge of the health and social care integration agenda.
14. Ability to ensure at all times that services are developed and delivered within Hackney's Equalities Framework and according to the Council’s quality standards.

**SKILLS AND KNOWLEDGE**

**Accountability**

1. Understands political drivers and the role of members.
2. Commitment to continuous learning and development for self and others.

**Delivery**

1. Experience in setting targets and delegating tasks.
2. Experience in monitoring performance and suggesting new ways of doing things.

**Decision Making**

1. Proven experience in focusing on what is important and making decisions based on available information
2. Able to make decisions that demonstrate commitment to the Council’s vision for Hackney.

**Working Together**

1. Take into account others' views and harness the benefits of having a diverse workforce.

**QUALIFICATION**

1. A UK state registered degree in Occupational Therapy
2. Member of the RCOT
3. A current Enhanced Criminal Records Bureau assessment.
4. Current registration with HCPC