

Job Description

Job Title		Children’s Social Care Preceptorship Occupational Therapist			
Service Area		Children with Disabilities	Function	Children & Families	
Team	Paediatric Occupational Therapy	Post number	S005990	Grade	NQOT
Reports to		Social Care Occupational Therapy Team Manager			
Responsible for (include people and resources)		N/A			
Purpose of Job					
<p>The Redbridge Paediatric Social Care Occupational Therapy (SCOT) Team is part of the Children with Disabilities Service Area. The team provide Social Care Occupational Therapy services to disabled children throughout Redbridge.</p> <p>The post holder will work closely with staff in the CWD Service and therapists in the SEN Service to undertake specific skilled support work to enable children and young people with various needs, to meet their outcomes and to support and train those around the child to be able to implement advice.</p> <p>The role involves administration duties for the SCOT team, such as data input, record keeping, and being responsible for the Redbridge OT email inbox. The post holder will support services to achieve their Key Performance Indicators (KPI).</p> <p>The post holder will be expected to manage a caseload of children across the local authority where they will be asked to work in collaboration with social care, health care and SEN staff to model good practice, appropriate clinical recommendations, provide high quality assessments and reports.</p> <p>They will be expected to work across different age ranges flexibly to meet the needs of the children.</p>					

Major duties and responsibilities					
<p>Work may involve travel to various locations, including homes and community centres.</p> <p>Job responsibilities</p> <ul style="list-style-type: none"> To provide an effective and efficient Occupational Therapy service to children with a variety of presentations within children's homes. To manage a defined caseload, using evidence-based clinical reasoning. To assess, plan, implement and evaluate interventions. This work will take place in family homes. To be an active member of the interdisciplinary team. To actively contribute to service development, supervision, and CPD. To delegate work to support staff and participate in students practice placement education. 					

General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

PERSON SPECIFICATION

Job Title	Paediatric Social Care Preceptorship Occupational Therapist				
Service Area	Children with Disabilities		Function	Children & Families	
Team	Paediatric Occupational Therapy	Post number	S005990	Grade	NQOT
<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 =Essential, 2= Desirable</i>					
Selection Criteria			A - I - T	Weighting	
Education and Qualifications:					
Essential					
<ul style="list-style-type: none"> Completion of RCOT accredited BSc; MSc or PGDip. 			A	3	
<ul style="list-style-type: none"> Member of Health & Care Professions Council (HCPC). 			A	3	
<ul style="list-style-type: none"> Membership of Royal College of Occupational Therapists (RCOT). 			A	3	
Desirable					
<ul style="list-style-type: none"> Previous work experience with children or social care services 			A	2	
<ul style="list-style-type: none"> Experience of Occupational Therapy services including adaptations and equipment 			A	2	
Experience:					
Essential:					
<ul style="list-style-type: none"> Experience of report writing Computer literate. Basic I.T. skills. 			A-T	3	
<ul style="list-style-type: none"> Experience of assessment, planning, implementing, and evaluating treatment, complying with professional and departmental standards. 			I	2	
<ul style="list-style-type: none"> Teamwork and effective communication / liaison. 			I	2	

<p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience working in Children and Young Adult's Occupational Therapy Services. • Experience of social care services • Involvement in moving and handling risk assessments • Management of a varied and complex caseload with evidence of skills in various settings. • Experience in the use of OT models and practice. <p>Skills:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to work autonomously • Ability to cope with a pressurised working environment • Ability to reflect on and critically appraise own performance • Ability to appreciate the sensitivity and complexity of child and family's culture and diversity and the ability to provide services appropriate to individual needs. • Ability to seek guidance and support when necessary. • A willingness to extend skills and knowledge. • Knowledge and experience in assessment and use of IT and basic software. 	<p>A-I</p> <p>A-I</p> <p>A-I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
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<p>Knowledge:</p> <p>Essential</p> <ul style="list-style-type: none"> • Clinical reasoning and problem-solving skills to determine management of caseload. • Knowledge of core OT skills in physical, neurological and learning difficulties areas. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge and experience of prescribing equipment. • Knowledge of relevant legislation and guidance in relation to working with the safeguarding vulnerable adults and children in social care • Knowledge and experience of a range of equipment • Knowledge of the Housing and Regeneration Act 2008 and Disabled Facilities Grants 	<p>I</p> <p>I</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p>	<p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
<p>General:</p> <ul style="list-style-type: none"> • Ability to work effectively in a team setting. • Ability to manage time and caseload effectively on an independent basis. • Objective recording and reporting of intervention and maintenance of activity data. • Ability to adapt communication styles to effectively and relevantly interact with a range of audiences, e.g. other professionals, parents, young people, etc. • Effective negotiation skills/communication skills related to difficult clinical or team management issues • Promote OT and demonstrate professional attitude and appearance • Establish and maintain good working relationships • Self-confidence and flexibility. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>

<ul style="list-style-type: none"> • Effective negotiation skills/communication skills related to difficult clinical or team management issues. • Promote OT and demonstrate professional attitude and appearance. • Establish and maintain good working relationships. 			I	2
			I	3
			A-I	3
Other job requirements: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions				