

## JOB DESCRIPTION

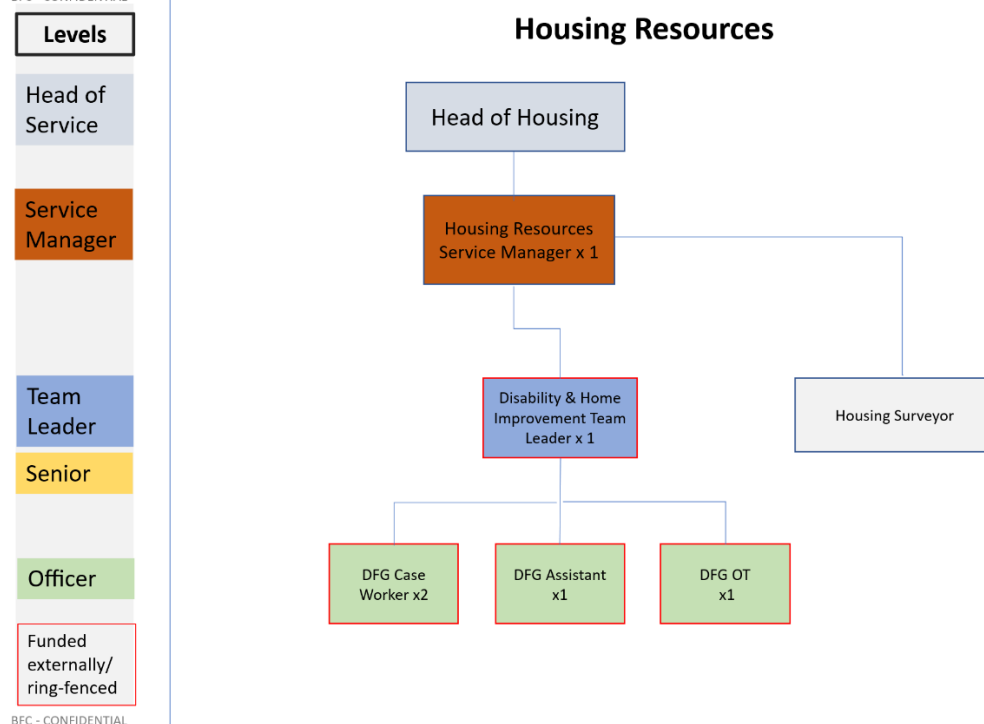
<b>Job Title:</b>	<b>Occupational Therapist – Disabled Facilities Grant</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£43,693 - £45,718 FTE plus £706 London Weighting and £963 Essential Car User allowance</b>  <b>(pro rata for 22.5 hrs p/w £26,570 - £27,801 plus £429 LWA and £963 ECU</b>
<b>Section:</b>	<b>Disabled Facilities Grant Service</b>	<b>Grade:</b>	<b>SCP BG-F 34-36</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- To work as an Occupational Therapist within the Disabled Facilities Grant (DFG) service, collaborating as part of a multidisciplinary team to support individuals to live safely, independently and with dignity in their own homes through appropriate adaptations and interventions.
- To assess the functional needs of individuals with disabilities or long term conditions and advice on housing adaptations in line with DFG legislation, national guidance and local policies, ensuring that recommendations are necessary and appropriate, evidence based and person centred.
- To provide professional advice on a range of adaptations and equipment including level access showers, stair lifts, ramps, accessible kitchens, assistive technologies and other home adaptations that reduce risk, promote independence and prevent the need for higher levels of care.
- To contribute to early intervention and prevention by identifying and addressing barriers that could lead to hospital admissions or delay discharge, enabling people to remain in their own homes and communities safely.
- To engage in holistic, strengths based practice that involves working closely with service users, their families, carers and construction professionals to co-produce practical solutions that meet individual needs and improve quality of life.

## Designation of post and position within departmental structure

BFC - CONFIDENTIAL



## Daily and monthly responsibilities

- Undertake person centred functional assessments to identify housing related needs and recommend suitable home adaptations that promote independence, reduce risk and enable individuals to live safely in their own homes.
- Assist in the development and review adaptation plans in partnership with service users and DFG colleagues, setting realistic and meaningful goals that support choice, control, and long term independence.
- Work collaboratively with a range of professionals including DFG Case Workers, surveyors, contractors, housing officers, architects, social workers and health colleagues to ensure the effective design and delivery of home adaptations under the Disabled Facilities Grant.
- Liaise with individuals, families and carers, to ensure that proposed adaptations are appropriate, necessary and appropriate to meet the client's needs.
- Maintain accurate, up-to-date electronic records using the council's case management system, ensuring that assessments, decisions and outcomes are clearly documented.
- Write clear, evidence based reports and professional recommendations to support DFG applications and specifications for adaptations.
- Attend and contribute to multidisciplinary meetings and case discussions where housing needs and adaptations form part of broader care and support planning.

- Make timely referrals and signpost individuals to relevant services, community support or other specialists, when needs fall outside the DFG scope or where additional support is beneficial.
- Support the development and continuous improvement of the DFG service through involvement in audits, service planning and evaluations, ensuring the service remains responsive and effective.
- Effectively manage a caseload, prioritising work based on risk, need and the complexity of individual circumstances, ensuring timely assessments and delivery of outcomes.
- Work in line with safeguarding procedures to identify and reduce risks of harm, liaising with relevant professionals and escalating concerns where necessary.
- To ensure all practice complies with the policies, procedures and standards of the council, as well as the Health and Care Professions Council (HCPC) Code of Conduct and Standards of Proficiency.
- To actively participate in regular supervision, individual and team performance discussions and reflective practice sessions to improve own and team practice and performance.
- Operate within the scope of professional competence, seeking advice and support when needed, and participating in ongoing training and professional development activities.
- Such other duties as may be requested from time to time compatible with the nature of the post.

### Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>Registered with HCPC with a recognised Occupational Therapy qualification.</li> <li>Safeguarding practice level 1.</li> </ul>	Any specific training or experience in the OT field
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<b>Skills</b> <ul style="list-style-type: none"> <li>Working in and with multi professional teams and professionals</li> <li>Compassionate and empathetic when working with others</li> <li>Dealing with difficult situations</li> <li>Effective communication and listening</li> <li>Report writing and record keeping</li> <li>Self-directing and working to deadlines and tight timescales</li> <li>Organised and able to plan workload</li> <li>Working under pressure in a complex environment</li> </ul>	
	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Relevant health and social care legislation</li> <li>Understanding of current safeguarding laws and policies for children and vulnerable adults</li> <li>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</li> <li>Liberty Safeguard Protections (DoL's)</li> </ul>	
	<b>Experience</b> <ul style="list-style-type: none"> <li>Working with multi-agency professionals</li> <li>Report writing and presentations</li> <li>Safeguarding of Children and Adults</li> <li>Working with families, other service providers and networks</li> </ul>	
	<b>Inclusive</b> <ul style="list-style-type: none"> <li>Listens to and respects the opinions of everyone, ensuring that everyone's voice is heard</li> <li>Asks for, reflects upon and acts on feedback</li> <li>Able to work both collaboratively and independently using own initiative</li> <li>Consistently seek to embed the principles of equality and diversity in everything you do</li> </ul>	
<b>Behaviours</b>		

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- Understanding of inclusion, equality and diversity and how to promote positive values
  - Empathetic and understanding

### ***Ambitious***

- Actively seeks opportunities for improvement, instil confidence in residents, service users and partners
- An interest in up-skilling other team members in a range of settings to meet the needs of service users
- Able to work both collaboratively and independently using own initiative

### ***Always Learning***

- Takes personal accountability and holds others to account
- Takes responsibility for own development

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### **Other Work Requirements**

- Role model the Bracknell Forest Values and Behaviours holding self and others to account to do the same.
- Flexibility and adaptability responding to business needs, pressures, and requirements.
- To attend some evening meetings
- The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment with access to a vehicle.
- A satisfactory enhanced Disclosure & Barring Service (DBS) check.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies
- This post is exempt from the Rehabilitation of Offenders Act 1974

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### **Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

