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# **Job Description: Senior Housing Occupational Therapist**

# Waverley and Guildford are ambitious authorities, committed to being two of the leading Councils in the country at a time of major change by developing high performing, highly engaged staff teams to share the organisation’s values and deliver our corporate objectives.

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| **Job Description** | |
| **Job title:** | **Senior Housing Occupational Therapist** |
| **Service:** | Community Services |
| **Team:** | Waverley Adaptations Team and Guildford Adaptions Team |
| **Location:** | The Burys, Godalming, Surrey, GU7 1HR and Millmead House, Guildford, GU2 4BB |
| **Reporting to:** | Joint Grants and Adaptations Manager |
| **Responsible for:** | Housing Occupational Therapists x 2  Bathing Advisor (casual employee) |
| **Our shared Organisational Values** | |
| **Collaboration**  A black background with a black square  Description automatically generated with medium confidence | We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others. |
| A black background with a black square  Description automatically generated with medium confidence**Wellbeing** | We look after our own and other’s wellbeing. We know it’s okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have. |
| **Trusted**  A black background with a black square  Description automatically generated with medium confidence | We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. |
| **Value for Money**  A black background with a black square  Description automatically generated with medium confidence | We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes. |
| **Professionalism**  A black background with a black square  Description automatically generated with medium confidence | We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve. |

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| Principal purpose of the role |
| Providing a client focused service to elderly, disabled and vulnerable residents within the boroughs of Waverley and Guildford through:   * Offering practical support to access adaptations or more suitable housing * Offering advice and guidance to enable the most vulnerable to live in home environments that meet their needs * Improving health well-being and maximising independence * Sharing knowledge and experience with colleagues and partner agencies |
| Main duties and accountabilities |
| Helping and supporting those in need within both boroughs through the:   * Delivery of a timely OT assessment service across Waverley and Guildford * Building a resilient team and infrastructure to address the barriers that limit residents’ independence within their home environment * Providing the most vulnerable living in poor housing conditions with support to ensure their properties are fit for purpose to enhance health and well-being * Smart management and utilisation of partnership relationships to promote community services and work in partnership with housing colleagues and external partner organisations * Working in collaboration with other Community Services colleagues to create a seamless journey for residents * Playing a pivotal role in business continuity planning and, should the need arise, assist in ensuring business recovery of key service provision in a 24 hour window * Complying with all Health and Safety legislation for your area of work, ensuring that risks are identified, managed and monitored, as required |
| Dimensions of the role |
| * To demonstrate a high level of competence and skill in assessing disabled people’s needs, whether as assessment for adaptations in residential accommodation or assessment of future housing need. The provision of services to a wide range of care groups, including children and adults with disabilities, and individuals with complex needs. * To ensure that services are provided within appropriate criteria and legislative responsibilities are achieved. To also facilitate the issue of appropriate equipmentor carrying out of works to enable disabled occupiers to maximise their independence including: * Conducting and coordinating a specialist comprehensive holistic occupational therapy assessment of need and risk, so that risks are managed and outcomes fully evaluated * Demonstrating sound clinical reasoning and decision making * Using appropriate methods that identify functional disabilities and optimum interventions * Planning and implementing reablement programmes to achieve maximum independence * Ensuring the provision of high-quality services to individuals through creative, cost effective measures that identify measurable outcomes and increase their independence in daily living activities * Assessing and prioritising the housing needs of disabled people seeking alternative accommodation * Providing comprehensive reports on future housing needs and recommendations to Guildford Borough Council’s medical advisor * Meeting on a regular basis with other care and health professionals, consultants, GPs, nurses, social workers and care managers to agree priorities, allocation of cases and their management * Providing detailed housing OT advice to other professionals * Advising and taking the lead on design matters for new wheelchair accessible properties, in partnership with other agencies, such as Housing Associations, Social Services, Primary Care Trust, architects, planners etc. * Organising adaptations to individual homes, including specifying works, procuring estimates, ordering works and post inspection of works where the technical content does not require a technical surveyor * Assisting in the administration of Disabled Facilities Grants on behalf of Waverley and Guildford Council, in accordance with agreed policies and procedures, and in consultation with the Grants team * Participating in the Best Value process to ensure the provision of quality services that represent value for money * Keeping abreast of technological developments for disabled people, especially in the fields of building construction and equipment * Contributing to improving both one’s own and staff practice standards and personal competence through continuous professional development, maintaining the necessary links with appropriate professional bodies * Maintaining annual registration of The Health Professions Council by satisfactory completion of a continuing professional development programme * Carrying out other specific tasks that may reasonably be required from time-to-time in furtherance of a project and its development |
| Areas of Accountability/Problem Solving – Decision Making / Scope for Impact |
| * Being responsible for the day-to-day operational management of the Occupational Therapy staff and Bathing Advisor * Supervising staff and assisting in their professional development, including the implementation of regular clinical and professional development * Being responsible for the development of junior staff or assistants/technicians within the clinical area * Keeping abreast of new developments and ensuring professional competencies of self and team are maintained * Participating in any training sessions as a recipient and facilitator * Liaising with Waverley and Guildford Social Care teams on the establishment, monitoring and reviewing of cases and care plans agreed with users, carers and service providers * Monitoring outcomes for individuals and their effectiveness * Maintaining adequate records consistent with the nature of the post |
| Planning/Organising/Controlling |
| * Managing referral waiting lists and allocating cases to in-house and external OTs, and contractors * Working with the Team Leader in improving the assessment offering in Waverley and Guildford * Being the main link with the Surrey County Council Community Equipment service provider and dealing with day-to-day issues |
| Customers and Contacts |
| Internal   * Officers at all levels in the service * Housing colleagues * Elected members * Team surveyors   External   * Members of the public * Officers of Surrey County Council Social Services * NHS staff * GPs * OT contractors * Housing associations * Architects * Voluntary organisations * Client advocates |
| Service/Team Structure |
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**PERSON SPECIFICATION**

**Candidates must be able to demonstrate, giving examples, all essential criteria marked as A, A/C or A/I within their application form to be shortlisted for this role.**

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|  | Person Specification | | | |
|  | Essential criteria | How Assessed | Desirable criteria | How Assessed |
| Qualifications/ Education / Training / Experience | BSc in Occupational Therapy | **A/C** |  |  |
| Member of the Royal College of Occupational Therapists | **A/C** |  |  |
| **Knowledge /**Technical Skills | Experience of leading a team and working as a ‘Senior OT’ | **A/I** |  |  |
| Experience of DFG legislation and guidelines and how to apply them | **A/I** |  |  |
| Experience of working closely with Social services and NHS services | **A/I** |  |  |
| Experience in the review and writing of policies and procedures relating to OTs and service delivery | **A/I** |  |  |
| Good listening skills, the ability to offer empathy when appropriate and build trust | **I** |  |  |
| To diffuse difficult situations and seek the appropriate support | **I** |  |  |
| Knowledge and experience of working in a local authority | **A/I** |  |  |
| Knowledge of Building Regulations Part M is desirable | **A/I** |  |  |
| Demonstrate a strong commitment to customer service excellence | **I** |  |  |
| Word, Excel and Email, Northgate, Tascomi, Agresso and Business World | **A** |  |  |
| Communication |  |  | Encourages open discussion and feedback | **I** |
|  |  | Supports others to contribute to discussions | **I** |
|  |  | Keeps the team well informed | **I** |
|  |  | Negotiates with others to reach a mutually beneficial outcome | **I** |
| Is able to explain complex or technical information | I |  |  |
| Customer Service |  |  | Invites customer feedback | **I** |
|  |  | Takes an active interest in promoting and achieving high standards of customer service | **I** |
|  |  | Works with others to actively improve customer service | **I** |
| Team Working | Accurate spoken English is essential for the post | **I** |  |  |
|  |  | Builds constructive and productive internal and external relationships | **I** |
|  |  | Is committed to continually improving team performance | **I** |
|  |  | Delegates effectively | **I** |
|  |  | Recognises and celebrates success | **I** |
| Managing self and others |  |  | Manages and monitors performance against a variety of performance indicators | **I** |
|  |  | Motivates others to succeed | **I** |
|  |  | Stays calm and focused under pressure | **I** |
|  |  | Anticipates and diffuses potential conflict | **I** |
|  |  | Encourages staff development and team work | **I** |
|  |  | Manages team procedures to achieve good quality, timely, accurate and evidence supported data, information and records | **I** |
| ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST\* | For business continuity purposes you are required to have access to the internet at home via broadband on a PC or laptop. | **A/I** |  |  |
| Access to own transport during working hours and a Full and valid UK driving licence | **A** |  |  |

**How assesed:**

A = Application CV/Personal Statement

C = Certificates/professional Registration

D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

**Disclosure and Barring Service Check**

Due to the nature of the work, this post involves a check on an individual’s criminal background. The check is carried out through the Disclosure and Barring Service. Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

**Behavioural competencies:**

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| **COMPETENCIES**  **(LEVEL 1 – 4)** | **Communication:** | **3** |
| **Customer Service:** | **3** |
| **Team Working:** | **3** |
| **Managing Self and Others:** | **3** |
| **Can do approach/Results:** | **3** |

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| Reviewed By: |  | Date: |  |
| Checked in: | HR | Date: |  |
| Last Updated: | Add date | Date: |  |

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| For Official Use only | | | |
| **Job title:** |  | **Post no:** |  |
| **Service:** |  | **JE score:** |  |
| **Team:** |  | **Pay band:** |  |
| **Location:** |  | **Position type:**  (if part time, working pattern) | Full time  37 Hours/5 day week |