



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Occupational Therapist
Grade:	Career Grade 6-PO1
Directorate:	Adults and Health
Department:	Therapy Services
Responsible to:	Senior Practitioner – Therapy Service

Purpose of the Job:

To provide a range of Occupational Therapy interventions for adults and children referred to the service, enabling them to remain in their own homes with the optimum level of independence in all aspects of their daily lives.

Main Responsibilities:

- Assess adults and children with disabilities, and arrange for the provision of equipment and adaptations to maximise their independence and safety, including major adaptations where necessary
- Undertake risk assessments of complex moving and handling situations and develop management plans
- Ensure the active involvement of service users and carers in assessments, the development of support plans and accessing Direct Payments
- Identify solutions including assistive technologies, providing demonstrations to ensure these are used safely
- Maintain accurate and timely assessment and case records for all service users seen. Monitor and review support plans to ensure ongoing effectiveness and take action as appropriate.
- Ensure systems are updated to support service delivery and the routine collection of statistical data.
- Supervise Occupational Therapy Assistants, providing support and guidance and professional specific guidance to Social Workers



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- Work in an integrated way with colleagues and other health and social care professionals to endure the best and most seamless transition for service users. Fully participate and engage with developments in Adult Social Care, and your own development.
- Support with the delivery of a 7-day service via weekend working with a maximum requirement of one Saturday in every 4 weeks.
- Assist with delivery of the fall's prevention service across the care home of Rutland.
- Support with the prioritisation and administration of incoming referrals into the service via our therapy duty system.

Standard Clauses:

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

Work collaboratively across the organisation and with partner organisations to ensure a joined up, consistent service that adds value to the individuals who access Therapy services.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.



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Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

No budget responsibilities or line management responsibilities.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree/Diploma in Occupational Therapy HCPC registration	A, I, D

Desirable	Method of Assessment *
Moving and Handling trusted assessor training	A, I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience in an adult social work/adult health environment	A, I
Experience of safeguarding policy and procedures	A, I
Understanding of the Care Act 2014 and the national agenda for health and social care	A, I

Desirable	Method of Assessment *
Experience working within a housing adaptations team and knowledge of the Disabled Facilities Grant and relevant legislation.	A, I

SKILLS



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Essential	Method of Assessment *
Able to undertake Holistic Therapy assessments, and assess risks	A, I
Able to make sound professional judgements, using professional reasoning, in planning and evaluating provision of a range of equipment and adaptations.	A, I
Able to devise goals and plans, and implement these	A, I
Good communication skills – written and oral	A, I
Able to relate effectively with other professionals/agencies and work in partnership	A, I
Able to develop and change in the light of the changing health and social care policy environment	A, I
Able to organise and prioritise own workload	A, I
IT skills to work with spreadsheets, database and e-mail	A, I

Desirable	Method of Assessment *
Ability to relate effectively with other professionals/agencies.	A, I
Be able to contribute to the development of the Adult Social Care Service	A, I
An ability to develop and change in the context of the evolving health and social care policy environment.	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A, I

OTHER

Essential	Method of Assessment *



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Flexible in working patterns to fulfil commitments of the role and team.	A, I
Willingness and ability to visit other sites as and when required.	A, I
Full driving license required as you will be completing visits across Rutland.	A, I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
April 2026	Minor Tweaks	Claire Hagger – Team Manager Therapy Services