Job Description

POST IDENTIFICATION

Post Title	Occupational Therapy Caseworker				
Grade	5	**Job Evaluation ID:**	4301	**Date Evaluated/Reviewed**	April 2025

Service Area	Adult Services				
Service Team	Occupational Therapy				
Responsible to	Occupational Therapy Team Manager				
Areas of Responsibility	Occupational Therapy				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To assess the needs and eligibility of people who are physically disabled and their carers who may apply or be referred for assessment under the provision of the Social Services and Wellbeing (Wales) Act.

KEY RESULT AREAS

1. To respond to enquiries into the integrated Community Occupational Therapy duty service.
2. To provide people with information and advice in relation to care and support and assistance in accessing care and support in relation to use of aids, adaptations, assistive technology and low-level care package.
3. To act appropriately upon receiving referrals and manage self-allocated cases within agreed frameworks and associated administrative tasks within agreed frameworks, in an efficient and effective manner.
4. To engage and empower people, their carers and their support networks and to gain feedback in order to ensure person centred interventions.
5. To carry out assessment of need including appropriate risk assessments, applying judgement within set, clinical parameters to prescribe and review non-complex equipment for individuals and their carers in the community, in line with the Gwent Wide Integrated Community Equipment Service (GWICES) policy.
6. To carry out the assessment of need including appropriate risk assessments, applying judgement within set, clinical parameters to recommend and review small and medium non-complex adaptations for individuals and their carers in the community in line with the Welsh Housing Adaptations standards 2019.
7. To provide a quality standard of assessment and report writing and to maintain accurate case recording using the appropriate software as required.
8. To liaise with staff from multiple agencies where appropriate and with the consent of individuals and their carers to complete a comprehensive needs assessment.
9. To attend and participate in team meetings and undertake any necessary and appropriate team duties and activities.
10. To support the induction of Occupational Therapy students and new starters.
11. Be committed to personal development and attend training as requested including any mandatory training identified for this post.
12. To attend equipment and adaptations workshops to keep up to date with new products, their use and safety issues.

13. To perform all functions of the post consistent with current legislation and within the policies, standards and procedures established by the Council.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• Educated to 'A 'Level standard or possess a Social Care Qualification	
Knowledge	• Have an understanding of or capacity to gain an understanding of the principles of the Social Services and Wellbeing (Wales) Act.	• Basic understanding of assistive technology systems and use of these to promote independence.
Experience	• Be able to demonstrate experience of working with Adults in a social care setting or undertaking voluntary work with adults. • Demonstrate an understanding of the needs of vulnerable adults.	• Have experience of assessing for and recommending small and medium adaptations.
Aptitude & Skills	• Be able to work effectively within a complex professional environment. • Be able to manage competing demands. • Be able to manage a caseload. • Be able to communicate effectively, verbally and in writing with colleagues, outside agencies and people/carers to improve local service provision. • Commitment to training and personal development. • Be able to work alone and use initiative within boundaries set by the Team Manager/Senior practitioner. • Ability to problem solve and provide solutions to improve positive outcomes.	

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate openly, being straightforward with people to generate trust and confidence.

Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities	
Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high-quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

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