



Job Description

Social Services Directorate Adult Services

Post Title	Community Occupational Therapist - Housing Support		
Post Number	BG02928	Grade	8
Base	Anvil Court	Hours of Work	18.5 per week
Car User	Approved Casual	Disclosure	Enhanced
Contact	Jason Davies	Update	October 14

Principal Job Purpose

Responsible to: Community Resource Team Manager and Occupational Therapy Lead
(This will need to be defined dependent on the arrangements in each locality)

Responsible for: To be an integral member of the Community Resource Team delivering professional specific and generic interventions to the service users within the Frailty spectrum of care.

The non –rotational Occupational Therapist is a specialist clinician in a specific clinical area. They participate as a member of the team independently managing a specialist clinical caseload.

They take responsibility for supervising, delegation, training and developing others.

The post holder will contribute to implementing changes in their own clinical area to improve patient care and efficiency of service delivery.

They will contribute to audit and may also participate in research activities.

Principal Accountabilities

1. Receive and appraise property information as homes become vacant to determine the property suitability for households who require accessible and appropriate accommodation.
2. Undertake site visits to selected properties to assess the potential for meeting additional physical needs and assist in the development and maintenance of an accessible housing register.
3. Assess and make recommendations of works and adaptations required to assist both individual needs whilst improving the accessible housing stock and any major refurbishment projects.
4. Carry out appropriate casework enquiries, including home visits and close liaison with Social services, health professionals and other agencies, in order to establish applicants' circumstances to make the allocation and re-housing process effective.
5. To make recommendations, based on assessed needs for the provision of adaptations and equipment to assist daily living and where applicable recommend property types in which these adaptations can be reasonably achieved including recommendations in relation to new housing projects / housing developments etc.
6. To work in partnership with housing staff and outside agencies, to explore housing solutions for individuals.
7. Attend and support relevant meetings, including the multi-agency needs panel and case conferences when required.
8. Provide advice and information on all relevant aspects of housing options in order to manage applicants' and tenants expectations to enable applicants to make an informed choice about their future.
9. Contribute positively to the development of new working practices and initiatives including helping to minimize void turnaround times and make best use of the housing stock.
10. To ensure any equipment supplied is fitted and demonstrated safely and the service user instructed on the safe use of equipment.
11. To be able to move and handle individuals with complex physical needs, assess and prescribe and adjust specialist equipment.
12. To contribute to service developments where appropriate take a lead role in relevant housing projects.
13. Ensure accurate and appropriate records are kept and maintained to ensure effective case management in accordance with Health Board/ Local Authority guidance and professionally agreed criteria.
14. To adhere to the COT code of professional conduct and ethics including confidentiality and be committed to continuous professional development.
15. To demonstrate an understanding and working knowledge of relevant legislation and

local policies including risk assessment and management , annual performance appraisals and identifying training needs.

16. To develop and maintain effective working relationships with service users and their families/carers, using appropriate communication and feedback methods.
17. To develop and maintain effective working networks with other professionals involved with individuals using the service.
18. To be familiar with and adhere to the Safety Policy of Blaenau Gwent County Borough Council.
19. To support all staff within the Community Resource Team, as necessary and carry out any other appropriate duties as required by the Director of Social Services.
20. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
<ul style="list-style-type: none"> ▪ Diploma/degree in Occupational Therapy 	E	X			
<ul style="list-style-type: none"> ▪ State Registered Occupational Therapist (HPC) 	E	X			
<ul style="list-style-type: none"> ▪ Relevant clinical educators' course or willing to undertake training 	E	X			
<ul style="list-style-type: none"> ▪ Appropriate range of postgraduate clinical education 	E	X			
Other experience					
<ul style="list-style-type: none"> ▪ Active participation in relevant interest group (Housing) 	D	X	X		
<ul style="list-style-type: none"> ▪ Experience of completing specialist assessment in housing adaptation 	D	X	X		
<ul style="list-style-type: none"> ▪ Experience of participating in and delivering in-service training programmes 	D	X			
<ul style="list-style-type: none"> ▪ Experience of supervising staff 	E	X			
2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence and access to a car for work purposes	E	X			
I.T. literate with experience of using health and/ or social care systems	E	X			
Able to assess for, plan and co-ordinate a range of specialist Occupational Therapy interventions.	E		X		
The ability to discuss the clinical reasoning process in the management of complex cases	E		X		
Good communication skills both verbal and written when interacting with members of the team, other staff, Service Users and their families	E	X			
Commitment to participating in clinical and organisational audit / development	E		X		
Evidence of Continuing Professional Development to meet HPC requirements	E	X			
The physical ability to perform and cope with all aspects of manual & therapeutic handling as demanded by the job role	E		X		
The ability to adapt to changes in work routine	E		X		

Available for on-call and weekend duties where appropriate	E		X		
The ability to move between sites or service users' residences as required by the job role	E		X		

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓

	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓