·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

Job Description Reference

JOB DESCRIPTION

Post title	Occupational Therapist
Division / Section	Children Occupational Therapy Services
Department	CF Children, Education and Justice Services
Responsible To	Senior Occupational Therapist
Number of post holders	5
Acting up/ Secondment	N/A

Purpose of Job

To work as an Occupational Therapist undertaking a range of occupational therapy services including assessment and care management of service users needs to children and young people with disabilities who are resident within the City of Edinburgh, and also for young people who are looked after and accommodated by the City of Edinburgh Council.

To deliver occupational therapy services in accordance with current legislation and Council procedures and standards. The post holder will be required to participate in the delivery of a responsive and needs led service, ensuring that the appropriate safeguards are in place.

To promote effective multi-disciplinary working with other disciplines aimed at providing a good level of service to service users.

To work as part of a multi-agency team to build capacity of schools to meet the needs of learners in relation to accessibility.

To support children and young people accessing education.

Major Tasks

1. Direct Occupational Therapist practice (80%)
2. Training and development (15%)

3. Role in child or adult protection incidents and concerns (5%)

Job Activities

Direct Occupational Therapist practice

To undertake assessment and care management arrangements for clients promoting a multi-disciplinary approach to service user needs.

To carry an agreed caseload as allocated by the line manager, taking responsibility for organising and prioritising own caseload and workload management.

To promote and facilitate good manual handling practice, including risk assessment, updating care plans and identifying training needs.

To assess for, prescribe and facilitate provision of equipment in accordance with good practice and Council policies, and review as required.

To assess for, plan and facilitate provision of minor and major adaptation work, working with other agencies as required, in accordance with good practice and Council policies.

To identify and access appropriate resources to meet identified needs.

To develop care plans in consultation with service users and their carers.

Rehabilitation of service users in the community.

To work collaboratively with multidisciplinary team members in the community, observing the principles of single shared assessment and joint working.

To work in accordance with relevant legislation and Council policies and procedures.

To record in a manner that is accurate, complete and conforms to the Councils requirements.

To attend team and any other relevant meetings.

To represent the interests of the Council in all dealings with service users, carers, multidisciplinary staff and other professionals.

Training and development

To maintain a good working knowledge of relevant legislation and of the Councils policies and procedures.

To undertake the Manual Handling Risk Assessment/Facilitator course and re-accreditation as required.

To complete the Council's mandatory training.

To participate in appropriate personal and professional development and training opportunities.

To participate in formal supervision sessions as required.

Child or adult protection

To raise any child or adult protection concerns with the line manager and to recommend the need for initiating either a child or adult protection enquiry and/or investigation.

Supervision and Management of People

No direct staff responsibility.

Creativity and Innovation

Ability to use occupational therapy resources imaginatively and to develop tailored packages of care based on a needs assessment of the individual.

Need to be able to understand issues and problems as they arise both of a complex and simple nature.

Flexibility to consider options, ability to set realistic objectives and the tenacity to maintain these and re-appraise them when necessary.

To use a range of skills to address the sometimes conflicting interests of the service user, carer, other agencies and the wider community.

Contacts and Relationships

- Service users and their carers/families
- A wide range of staff in other Council Departments.
- NHS staff, including; GPs, Community Nurses, Hospital Staff, Police
- A wide range of community based organisations and their staff
- Relevant statutory, voluntary and private agencies.
- Staff within the Criminal Justice System
- Staff in other Local Authorities.

Decisions (Discretion)

Assessing client need and determining care plans.

Responsible for workload in consultation with line manager.

Decisions (Consequences)

Daily decisions about service user eligibility for services, these decisions will impact whether a service user is entitled to receive services or not.

Participate in decision making at case conferences and reviews.

To provide professional advice in the decision-making process for adaptations.

Identifying adult or child protection concerns and deciding to recommend a case conference or initial referral discussion to line manage, in accordance with Council Policy.

To advise line manager when a situation may affect the interests of the Council and when senior managers should be informed.

Resources

To apply for charitable or other funds for service users as appropriate, and to ensure secure arrangements for their disbursement.

Environment – Work Demands

Post holder will require to work in a sometimes stressful and busy environment and take responsibility for individual work.

Environment – Physical

The nature of this post requires that the post holder is able and willing to work in a variety of settings.

Environment – Working conditions

Post holder will be expected to work contracted hours, however on occasion may be expected to work overtime if an individual case requires.

Environment – Work Context

Involvement in child or adult protection incidents and concerns, including initial referral discussions and therefore must have an excellent knowledge of relevant legislation.

Knowledge and Skills

Degree or diploma in Occupational Therapy recognised by the Health Professions Council

Registered with the Health Professions Council

Must be able to evidence established competence as an occupational therapist.

Excellent communication skills

Organisation Structure

