**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Occupational Therapist  |
| **Grade and Salary** | 5 – Appointing based on skills and experience at either:* Newly Qualified with ASYE at £37,280 per annum (pro rata if part time)
* Experienced at £38,220 - £40,777 per annum (pro rata if part time)

This role includes performance related pay progression |
| **Service and Team** | Adult Social Care  |
| **Location** | Various – Hybrid  |
| **Hours per week** | Various  |
| **Status** | **Various** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

This is a key role within Adult Social Care (ASC). The main purpose of this position is to provide a professional Occupational Therapy Service to promote independence, well-being and personalisation for adults with care and support needs. You will do this by carrying out high quality assessments of physical, psychological and environmental needs within the statutory obligations of the Directorate. You will work with adults with complex needs and their carers, to assist them with their plan of support and to maximise their potential.

You will be expected to promote Suffolk County Council’s vision, objectives, and priorities effectively within your work, work with our partners, and with the public and you will inspire others by role modelling our organisational values at all times. You will promote a culture of best value, outcome-based customer focus and continuous improvement.

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| **About the team**  |

ASC aims to support people achieve the outcomes that matter to them in their lives, promoting their wellbeing and independence through both statutory and non-statutory interventions and preventing or reducing their need for reliance on others.

We have a vision that supports outstanding outcomes for people, by working in new ways with our partners. Suffolk County Council (SCC) through its values and priorities is committed to delivering effective, efficient services and high-quality, person-centred care.

ASC is committed to delivering effective, efficient services that offer high-quality, person-centred care and the best quality support within the resources available. We embrace the use of digital, technology and innovation, delivering a higher quality service to people living in Suffolk, by doing the right thing at the right time and place.

We have adopted a strengths-based and solution-focused approach, focusing on proactive, preventative and personalised actions that promote people’s well-being and independence. Supporting Lives, Connecting Communities (SLCC) is a three-tier framework to working with adults with care and support needs, carers and families that consider strengths based and personalised solutions to enable individuals meet their aspirations through the care and support planning process.

You will work with adults and older people aged 18 and over (and their carers), including those with physical disabilities, learning disabilities sensory impairment, dementia and related mental health needs and other adults with care and support needs at risk of harm or neglect, who are unable to protect themselves. You will be expected to work with complex and challenging cases. In doing so, you will utilise your skills, promoting the person’s strengths and potential for independence, reducing the need for more intensive services including prevention of hospital admission.

You will work as a key member of the team and be responsible for the Social Care Occupational Therapy provision the people supported by that team ensuring health and social care systems are joined up and accessible for all our service users. You will be required to work closely with colleagues within the team and others including Health, Home First, Independent Providers, Home Improvement Agency, the Boroughs and Districts, the Multi Agency Safeguarding Hub, and a wide range of agencies from statutory and voluntary sector.

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| **What you will be expected to deliver in the role** |

* To effectively manage a potentially increasingly complex caseload, with support, prioritising work, allocating cases and managing your time to provide Occupational Therapy to adults with care and support needs living in their own homes.
* To complete asset-based, face to face assessments with adults, and their carers, to address functional needs, and where appropriate care issues, taking into account available resources, reablement potential, as well as possible equipment and digital solutions.
* To undertake a variety of occupational therapy work including:
* Urgent requests to resolve moving and handling issues.
* Developing, implementing and reviewing reablement plans.
* Setting goals and outcomes with adults with care and support needs and their carers.
* Considering various solutions to meet customer needs including care support, alternative techniques, equipment or adaptations, assessing for and following up on these as required.
* To complete recommendations, applications and specifications for major and minor adaptations, Community Equipment Service (CES), Registered Social Landlords, Orbit Home Improvement Agency and Borough and District Councils.
* To assess for specialist equipment with suppliers, considering various best value solutions including access to existing available stock.
* To make referrals to and work together with Community and Acute Health and Other Partner Agencies, both statutory and voluntary.
* To accurately record and maintain all appropriate records, assessments, notes and recommendations and outcomes onto databases ensuring confidentiality at all times.
* Interpretation of Care Act Eligibility and other relevant legislation with regard to Occupational Therapy related issues and provision in Adult Social Care.
* To contribute to the team systems for responding to urgent and standard work as required.
* To participate effectively in supervision, team meetings and professional development of self and others.
* To provide specific advice to colleagues on Occupational Therapy practise and knowledge, support and oversee recommendations by Independence and Wellbeing Practitioners (IWPs) and trusted assessors including supervision of a small number of IWPs, where this is agreed by the relevant Team Manager.
* To provide specific advice to colleagues regarding criteria for equipment including Fast Track.
* To contribute to the identification of training needs including training for Trusted Assessor and similar courses.
* To maintain and develop clinical expertise which is essential for professional registration and best practice, identifying areas where support or development/learning is required.
* Newly Qualified Occupational Therapists will be expected to join the joint Social Work and Occupational Therapy Newly Qualified ASYE programme.
* To develop skills and progress towards completely a practise educator course and supporting Occupational Therapy Students and Apprentices on placement.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Occupational Therapy qualification (diploma/degree).
2. Current and valid registration with the Health Care Professional Council (HCPC)
3. Evidence of Continued Professional Development.
4. Demonstrable relevant experience.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [[WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/)](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. A passion for improving the lives of people who access our services.
8. A passion for delivering services with an emphasis on responsibility, community and health relationships, quality, professional growth for staff and growth for the people we support.
9. Resilience under pressure and ability to remain positive when challenged.
10. Self- confidence and perceptive to enable open and honest relationships with colleagues and customers.
11. Commitment to working to social models of disability.
12. A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Specialist knowledge skills and experience**

1. Knowledge of Occupational Therapy practice in different settings, with an emphasis on maintaining maximum independence and risk management, with adults of any age who have physical, mental health, sensory, learning disability, dementia or other long-term conditions.
2. Knowledge of anatomy and physiology, medical and psychiatric conditions, orthopaedics and surgical procedures and functional application. An awareness of drug therapy and its effects on function.
3. Knowledge of different equipment, its effect and therapeutic uses for people with disabilities e.g., hoists, other moving and handling equipment, bathing equipment, environmental control systems, assistive technology/digital care.
4. An ability to demonstrate equipment effectively to a range of people including people with care and support needs and informal carers.
5. An understanding of the importance of promoting independence, empowerment and reablement.
6. Ability to demonstrate a reablement and support plans to a mixed group including, people with care and support needs, their carers, relatives and other professionals.
7. Awareness of some of the issues facing local government and the specific challenges facing Adult Social Care.
8. Knowledge of relevant legislation and its application in practise. Awareness of broad policies, procedures and provision and the ability to work within effectively within these.
9. Ability to manage casework, time, demand and priorities.
10. Ability to work effectively with a variety of stakeholders, following agreed policies and procedures and achieving good timely outcomes with customers.
11. Knowledge of the department’s operating model (SLCC) and approach (Signs of Safety) along with its principles and objectives.
12. Awareness of operating within a budgetary framework and an understanding of the relationship between this and managing demand.
13. Knowledge of other potential partner organisations and their policies related to OT e.g. NHS, Housing Associations, Borough Councils, Care Agencies etc.
14. Good person-centred skills including respect and sensitivity in order to meet people’s needs, goals, and cultural identities.
15. Excellent communication skills both verbal and written, in order to convey both simple and complex information appropriate to the audience.
16. Ability to communicate effectively with different audiences for example when using an interpreter or with people who’s first language isn’t English, good non-verbal communication, and ability to use simple effective language when required.
17. Ability to negotiate, influence and conciliate with a range of people including adults with needs, carers and other agencies.
18. Able to use creative and innovative thought for individual situations.
19. Be able to demonstrate good IT skills with a view to using various computerised and electronic case management systems.

**Additional requirements**

1. An enhanced DBS check is required for this role.
2. To adhere to and apply the code of ethics of HCPC.
3. Willingness to undertake continuous professional development.
4. Expectation to travel around the County to meet the demands of the service.
5. Flexible approach to work which may include working outside core hours.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.