Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Occupational Therapist
Service	Housing Services
Team	Asset Management Team, Housing Adaptations Team
Location	WBC Shute End
Reports to	Senior Occupational Therapist
Responsible for	n/a
Grade	NRSG 2
Contract Type	Permanent

Main Accountabilities	
1.	To work in accordance with the Housing Grants, Construction and Regeneration Act 1996 and Wokingham Borough Council's Housing Adaptations Policy to assess, review or reassess the Housing Adaptations needs of customers which can often be complex, making and supporting recommendations for adaptations based on a functional assessment and offering advice, guidance and access to support services in line with their eligible needs, with an emphasis on health, safety, and wellbeing for vulnerable individuals and those that care for them.
2.	To adopt and promote a strengths-based approach to the role and maintain a professional and respectful working relationship with individual customers and carers. To adopt a personalized approach, to ensure that dignity is maintained, cultural background and communication needs are addressed, and choices and aspirations are listened to and acknowledged.
3.	To have a comprehensive working knowledge of adaptations and promoting accessible environments. This will include aspects of relevant building regulations, including working knowledge of housing adaptations and relevant legislation, guidance and local policy - Disabled Facilities Grant.
4.	To have an awareness of adults and children's social care pathways and safeguarding of vulnerable adults and children. To be able to sign post and refer to appropriate services when and where necessary.

6.	To assess for and order basic equipment/adaptations following the completion of major adaptations. To train and support staff, customers and family where appropriate on the correct use of any equipment or adaptations, adhering to relevant Health and Safety legislation, local policies and procedures and adhering to best practice manual handing regulations.
7.	To direct, support and undertake risk assessments and formulate risk management plans, having regard for the safety of customers and others, whilst promoting independence and supporting positive risk enablement where appropriate.
8.	To work collaboratively with individuals, their carers, families and other stakeholders to gather information for the purpose of assessing and reviewing the individual's needs and to identify the best options available to meet the identified needs
9.	To work alongside other members of the Housing Adaptations Team to ensure appropriate and high-quality support for customer applying for Disabled Facilities Grants or having major adaptations carried out to their homes. This includes attending and participating in team case review meetings.
10.	To share good practice and provide specialist housing knowledge to customers and colleagues. To assist in updating and clarification of policies and procedures to ensure that referral routes follow good practice guidance.
11.	To monitor and review outcomes to ensure quality assurance and customer satisfaction in line with national guidance and policies.
12.	To effectively manage your own time, priorities, workload and conflicting pressures and that of the team, escalating where appropriate
13.	To consider and maximise the use of assistive technology, including Telecare as an option to maximise independence
14.	To be accountable for ensuring that timely completion and maintenance of accurate and up to date recording systems by ensuring electronic case recording systems are used to ensure that records are maintained in a timely manner and in accordance with Council procedures, statutory legislation and General Data Protection requirements.
15.	To interpret and analyse varied and complex information or situations and to work with relevant others to create solutions. Prepare, report and present detailed information about people's needs and resources required at DFG panel for consideration by appropriate senior managers.
16.	To establish and promote professional relationships with relevant stakeholders, including voluntary services. enable collaborative work and encourage an open and transparent dialogue.
17.	To maintain and promote continuous professional development of yourself and staff and uphold professional standards in accordance with the standards set by the professional governing body, and to maintain appropriate professional registration.
18.	To work in accordance with statutory legislation and the Council's policies and procedures.

19.	Where mutually agreeable, and as part of a personal development plan or professional development some staff may undertake supervision of less experienced staff e.g. OT student on placement
20.	To proactively engage in relevant meetings and 1:1's and contribute to the development of the service.
21.	To have awareness of the social, political and financial environment the council operates within and appropriately respond to this.

Person Specification	Essential	Desirable
Education/Qualifications	Professional degree level Occupational Therapy qualification or equivalent	
Memberships	Current registration to professional governing body (HCPC)	
Experience	Post qualification experience in Adult Social Care or Health Care environment.	
Experience	Demonstrable working experience of assessing and managing Housing Adaptations.	
Experience	Demonstrable experience in interpreting and analysing varied and complex information to produce solutions	
	Demonstrable experience in undertaking assessment of complex needs	
	Demonstrable experience in effective communication with colleagues, service users, families and other professionals	
Skills/Knowledge	Good working knowledge of the statutory framework for the relevant care group and of an appropriate range of professional interventions	Full EU driving licence (and access to daily use of a car)
	To have a comprehensive working knowledge of Disabled Facilities Grants (DFGs)	

Purpose Details

Service Purpose	To work within the Housing Adaptations Team, undertaking direct work with customers who have a learning disability, physical disability, long term conditions, older people and carers. The main aim of the service is to carry out disabled adaptations to people homes both in the private sector and in the Council's own Housing stock to enable them to live safely in the community, maximising their strengths and abilities, live as independently as they can and supporting carers to continue in their caring role as long as they wish to or are able to.
Role Purpose	To work within the relevant legal frameworks, guidance, policies and procedures to identify therapeutic interventions, undertake assessment of needs and recommend appropriate housing adaptations to meet those assessed needs, promoting well-being, independence, protection and liaising with other professional/agencies as required.

Supervision and Relationships	
Supervision Received	Line Managed by Senior Occupational Therapist - Housing
Supervision Given	No formal supervision responsibilities but contribute to the professional development of less experienced colleagues by means of mentoring/coaching and shadowing.
Contacts	Members of the community, Team members, other council services, Voluntary Sector, Care Providers, Commissioning teams, Colleagues in Health, Police staff, Finance colleagues and Senior Management.

Resources/Budget Management

No direct responsibility for budget but contributes to meeting assessed needs of individuals in the most cost-effective manner.

Additional Information

- Ability to be able to travel and work in a variety of locations as required, in the main this will be to people own homes
- Enhanced DBS required with a check of the barring list