

## Job Description and Person Specification

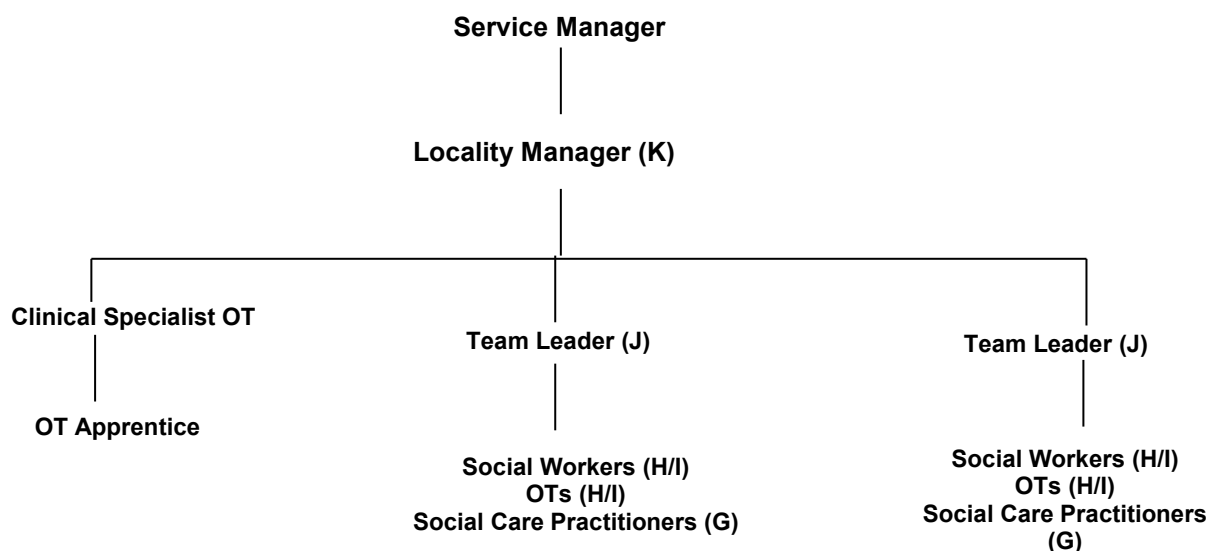
<b>Job title:</b>	Clinical Specialist Occupational Therapist
<b>Directorate:</b>	People
<b>Service:</b>	Adult Social Care
<b>Team:</b>	East Locality
<b>Post number:</b>	04724
<b>Salary grade:</b>	J
<b>Work location:</b>	West Street House
<b>Reports to:</b>	Locality Manager
<b>Supervises:</b>	

### Job Purpose

- Lead a cultural change across Adult Social Care, Health, clients and providers to ensure that single handed care is the norm and that double handed care is only used in exceptional cases.
- To work with Social Workers, Social Care Practitioner, Occupational Therapists, Health colleagues at Acute and Community Hospitals to ensure that individuals are discharged from hospital with the appropriate level of care
- To lead a program of support and training provide support and training to providers so that they are confident to provide single handed care where they would traditionally provide double handed care.

This is a front-facing role which requires fluency in the English Language.

### Structure Chart



## Main Duties and Responsibilities

**The Clinical Specialist Occupational Therapist is required to meet the following:**

### Specific duties:

- To effectively manage the day to day work of the team.
- To ensure that the Three Tier Conversation model is consistently applied.
- Lead a cultural change across Adult Social Care, clients and providers to ensure that single handed care is the norm and that double handed care is only used in exceptional cases.
- To provide support and training to providers so that they are confident to provide single handed care where they would traditionally provide double handed care.
- To work with Social Workers, Social Care Practitioners and the other OT's to ensure that they are confident with commissioning single handed care as opposed to double handed care.
- To work with others to develop and maximise the benefits of links with services provided in the NHS, voluntary and private sectors to ensure that customers receive the best possible support at the earliest stage.
- To manage systems that ensure that the risks to vulnerable adults are minimised.
- To carry out supervisory and management functions as needed.

### Managing Self and Personal Skills

- To ensure continued professional development record is maintained
- To develop professional networks to achieve your personal work objectives.
- To be able to work autonomously to achieve the Job Purpose.

### Providing Direction

- To understand the environment in which the service operates
- To contribute to the development, implementation and monitoring of the service plan and continuous improvement of the service; including systems for following up calls
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

### Facilitating Change

- Lead cultural change across Adult Social Care and Health around single handed care
- Work with teams to adapt to changing circumstances and provide innovative services that meet needs of customers
- Implement organisational change as required

### Working with People

- Work with Adult Social Care staff, Health staff and Providers to deliver a culture change around double handed care.
- Ensure that staff receive a full induction, and provide regular supervision and support, and an annual Appraisal to team members.
- Effectively manage the performance of staff including monitoring absence, by implementing Council policies and procedures – especially those relating to Safeguarding and the Mental Capacity Act.
- To ensure that staff are offered opportunities, relevant to their role, for ongoing

## Main Duties and Responsibilities

training and development.

### Using Resources

- To ensure that the teams use resources effectively by making appropriate judgements regarding the provision of information, advice, dealing with simple short term interventions and referring to other teams.
- Promote the use of technology in the service.
- To research and promote the use of equipment that will support the commissioning of single-handed care.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

### Achieving Results

- Collect and record data that evidences the impact of the change from double-handed care to single-handed care for individuals and the service.
- Ensure that data about performance is regularly and robustly reviewed to support continuous improvement.
- Build on the organisations understanding of its market and customers and how they complement and affect the services you are responsible for.
- Report savings targets, identifying risks and further opportunities on a regular basis.

## Scope (impact on/control of resources, people, money etc)

- Responsible for ensuring cost effectiveness and value for money. Linked to the project there in a savings target of £100K per year to be achieved by reducing double hand care, where appropriate.
- Making decisions about commitment to short-term spending arrangements
- Working across multiple agencies, including Health, Community Health, Adult Social Care Providers and Primary care.
- Responsible for managing staff resources effectively.
- Responsible for the recruitment, retention, deployment and management of staff team.

## Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Relevant professional qualification (Degree Equivalent) – Occupational Therapist	E	1
Level 3 qualification in management e.g. ILM (working towards or willingness to work towards qualification)	E	2
People Handling and Risk Assessment Key Trainer's Certificate (Edge) or equivalent (level 4)	E	3
CPD record	E	4
Experience		
Experience of working with a number of different agencies and organisations providing services for adults	E	1
Experience of complex Moving and Positioning interventions	E	2

<b>Knowledge and understanding</b>		
Knowledge of Health and Social Care legislative framework	E	1
Knowledge of Safeguarding processes	E	2
Knowledge of Performance Management framework both service and employee	E	3
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to provide direction to the teams	E	3
Ability to facilitate change and to develop / implement new and innovative services	E	4
Ability to develop productive working relationships with colleagues and external organisations	E	5
Ability to use resources effectively	E	6
Ability to achieve results	E	7
Risk management	E	8
<b>Work-related personal qualities</b>		
Ability to prioritise and delegate	E	1
Ability to deliver service outcomes against agreed targets and timescales	E	2
<b>Other work-related requirements</b>		
Flexibility and adaptability	E	1
Full driving licence and use of a vehicle for work	E	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	E	3
Enhanced DBS check with relevant barred list/s	E	4