Role profile

**Occupational Therapist**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Provider Services |
| **Reports to** | Clinical Specialist Occupational Therapist / Senior Occupational Therapist |
| **Job family** | Care and Welfare |
| **Grade** | G |
| **Political restricted?** | N |
| **DBS required?** | Y – Enhanced with Adults & Childrens Barred List |
| **Date** | June 2025 |
| **JE Code** | JE1639 |

Key deliverables

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| **1** | Risk – Be responsible for leading and coordinating cases involving high risk and complexity. Ability to anticipate, assess, analyse, and make judgements whilst building trust and credibility and of listening to vulnerable adults are all critical to considered outcomes. Record and monitor. |
| **2** | Professional Curiosity – Demonstrate an ability to be a reflective practitioner and use creativity to explore individual circumstances to plan appropriate interventions. |
| **3** | Effective Case Management - Manage the varying demands of a complex caseload, maintain accurate individual case records, and ensure that all required reports are completed to agreed timescales. For example, this includes dealing with complex situations, moving and handling, and right-sizing packages of care. Support informal and peer discussions with all colleagues. |
| **4** | Strengths-Based Practice - Carry out holistic assessments and interventions. Support individuals to regain and/or maintain their independence and ability to make choices and maximise those strengths to enable them to achieve desired outcomes. |
| **5** | Recognise the short and long-term impact of psychological, socio-economic, environmental, and physiological factors on people’s lives, considering age and development and how this informs practice |
| **6** | Promote and work in accordance with ethical occupational therapy practice. |
| **7** | Coordinate and lead professional meetings and support other colleagues. Provide professional supervision to Newly Qualified and unqualified colleagues. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | All post holders will work according to the Council’s Values & Expectations. |
| **2** | Spoken English Duty Requirement - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. |
| **3** | Able to travel to meet service delivery requirements |
| **4** | Available to undertake work outside of normal working hours |
| **5** | Ability to use IT systems and software effectively to accurately record and communicate. |
| **6** | Able to evidence a commitment to Continuing Professional Development (CPD) |
| **7** | A degree or equivalent qualification in Occupational Therapy |
| **8** | Health and Care Professions Council (HCPC) Registration |
| **9** | Demonstrable skills and experience of an Occupational Therapist (post two years in practice), in accordance with the Professional standards for occupational therapy practice, conduct and ethics. |
| **10** | Commitment to becoming a Practice Placement Educator (PPE) and completing formal training such as Complex Care Needs Moving and Handling, Specialist Seating and Posture or Rehabilitation of Older People. |
| **11** | An Enhanced DBS Check with Adults and Childrens Barred List is required due to the role holder working within a regulated activity with adults and children, providing health care. |

Job family

**Care and Welfare (Grade G)**

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| --- | --- |
| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Care and Welfare family jobs have as their primary responsibility the vulnerable members of our community who depend upon the city council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level posts comprise front-line positions requiring a combination of professional qualifications and extensive experience in order to make consequential assessments and judgements in relation to the care and welfare of vulnerable children and adults. Working either in residential or non-residential teams, job holders’ freedom to act will be based not simply upon laid down procedures but also on more general professional and corporate policy guidelines.

**The knowledge and skills required**

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either the theory of social work and/or associated disciplines or very extensive practitioner level experience. Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Jobs at this level which do not quite require the in-depth theoretical knowledge described above will offset this with higher levels of financial responsibility and/or personal impact factors such as physical effort or more difficult working conditions. Roles at this level will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day to day feature of these roles.

**Thinking, planning and communication**

Job holders need developed communication skills to engage at the appropriate level with service users. Two-way communications where inherent barriers exist is regularly challenging and post holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day to day basis with groups and individuals, there will also be a need to take a longer view which maybe up to a year ahead in some cases. Two-way communications where inherent barriers exist is regularly challenging and job holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

**Decision making and innovation**

The procedures, approaches and techniques required to fulfil the duties of these roles may be professionally based and/or defined by internal recognised protocols, but job holders will organise their own workload in accordance with changing demands and priorities.

Job holder will independently respond to problems, some of which may not have been encountered previously. They will have access to advice and assistance from team managers or supervisors when serious issues arise.

**Areas of responsibility**

Job holders are responsible for the accurate and timely assessment of service user needs. As well the identification and delivery of appropriate care and welfare solutions under a variety of circumstances over more than a day to day timescale.

Job holders will generally have formal management responsibility within their team or centre. Those at this level who do not have this responsibility will be social work profession- also, whose specialist qualifications offset this slightly reduced demand.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

**Impacts and demands**

At this level, the requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience the pressures of deadlines and conflicting demands.

The nature of these roles is such that most of the client relationships job holders are required to develop and maintain will need them to exert greater than normal emotional resilience, with some particularly challenging service users placing intense emotional demands upon them.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.