

Job Description

Service: Adult Social Care	Job Title: Occupational Therapist – STS&R
Team: Short Term Support and Rehabilitation Team	Post Number: OPT000199

Service

The Short Term Support and Rehabilitation team is an Optalis intermediate care service providing short term interventions of up to 6 weeks, to promote independence to residents in their own homes across the Royal Borough of Windsor and Maidenhead. Key criteria are preventing acute hospital admissions, facilitating a timely discharge and end of life care in the community.

The service comprises of occupational therapists, physiotherapists, rehab care assistants, coordinators, duty officers and an overnight service 24 hours a day 365 days per year.

Within the intermediate care service sits a 'keep safe stay well' service and a dementia care advice service.

This is a busy service, focused on providing timely rehabilitation goals to achieve maximum independence for the service user.

Key job functions

- To ensure appropriate safeguarding processes are in place for the most vulnerable residents.
- To provide outcome focussed assessments and facilitate delivery of the objectives.
- Manage a caseload including complex assessments.
- To ensure that all 2 hour GP requests are met.
- Participate in the OT duty rota within the STS&R
- A service user focus, to utilise a range of standard assessment tools to evaluate all treatment approaches in response to a range of needs.
- Within the scope of this job, the post holder will assess for and prescribe equipment; effectively use NRS for allocation of equipment; identify and progress the need for adaptations to Service users accommodation as appropriate.
- The post holder will support staff on how to assist service users with their individual rehabilitation programmes and to ensure these are understood and followed correctly.
- To support Rehabilitation Care Assistants (RCA's) to complete their competencies. This may include the post holder to facilitate short training sessions and observations during working practice.

Main Duties and Responsibilities

Budgets

To be responsible for working within budgetary limits and restrictions, and to alert the Team Manager/Senior OT as to any variances

Contacts

The post holder will work with a wide range of health and social care partners, GP's, Acute trusts and BFHT

Policies / Procedures

To take personal responsibility for ensuring strict adherence to a range of local and national policies, to comply with all legislation and HCPC and College of OT standards. To participate in the appraisal process

Decision-making

Make decisions on day-to-day operational issues within the remit of the post and in line with the eligibility criteria for intermediate care

Professional expectations

Ensure Continuous Professional Development. To ensure standards are maintained and working within organisational governance for the role

Location/working environment

The post is based within the Optalis Adult Services team at the Town Hall in Maidenhead. Assessments and review visits will take place in the community

Administration and case management

To access and input data on the required database, in order to fulfil reporting requirements

Maintain correct, clear and concise reporting to enable accurate monitoring of the progress through re-enablement in a timely manner

Professional Relationships

Initiating and sustaining effective professional relationships, both within the team and partner agencies

Organisational governance

You will ensure that the organisations equalities policy is adhered to, and must carry out at all times working practice within those policies and procedures.

You will be responsible for the implementation and compliance of all legislation surrounding health and safety.

Be responsible for acting under the appropriate legislation and procedures to safeguard adults.

Strict adherence to the Data Protection Act and other statutory obligations

Customer centric

Provide information to service users, families and carers, working in close partnership to develop and agree outcomes that promote independence, wellbeing and safety.

Perform appropriate risk assessments.

Provide specialist advice, demonstrate and coach service users to optimise their

functional ability and independence.

Develop therapeutic relationships with service users who may have complex cognitive, perceptual and behavioural presentations, able to demonstrate empathy and sensitivity to all issues which may be challenging.

Undertake assessments within the service users' homes.

General and additional duties

The responsibilities of this role will typically include all duties in this job description. However on occasion, additional or different duties may be reasonably requested by the employer from time to time.

Due to the nature of the service this post can be stressful, physically and emotionally demanding. A failure to deliver the service effectively and promptly could result in inappropriate hospital admissions, delayed discharges and the service user's ability to regain mobility and independence could be compromised. This in turn could adversely affect the reputation of Optalis in the eyes of the public, partner organisations and central government.

Person Specification

D – Desirable, E- Essential

Qualifications/Education/Training:	D/E
Band 5/6 or equivalent	E
BSc Occupational Therapy or equivalent Diploma qualification	E
Able to demonstrate significant post –qualification experience	E
Current state registration.	E
Enhanced DBS disclosure.	E
Experience Skills and Abilities	
Previous experience of working in an intermediate care setting.	D
IT skills - Microsoft Office Word, Excel and Outlook.	E
Able to use electronic workload management systems, including bespoke rostering tool.	D
Good time management skills, able to prioritise workload and work confidently under pressure.	E
Committed to working as part of a fast, responsive team, meanwhile providing a high level of service at all times.	E
Good communication skills both written and verbal.	E
Good negotiating and facilitation skills, able to demonstrate working in a community environment.	E
Ability to use initiative, take control in a crisis situation and remain calm	E
Have the capacity to reflect critically on own practice and utilise supervision and appraisal effectively.	E
Ability to demonstrate a high level of understanding of the rehabilitation process and all relevant legislation within the intermediate care remit.	E
Personal Qualities	
It is important that the post holder is able to identify that they have good coping strategies for themselves and the people they manage	D
Recognise and manage pressure	D

Manage and deal with change	E
Understands and supports others	E
Ability to deal with Ambiguity	E
Displays drive, energy and tenacity to achieve service user led outcomes	E
Takes responsibility for own actions	E
Other	
Must have a current, clean full UK driving licence and daily use of a car	E
Ability to travel to a variety of premises	E
Some flexibility in working arrangements to meet operational requirements, including responding to emergencies	E

Optalis Company Core Values;

Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

Communication

We ensure two-way communication with our customers and staff; providing clear, accurate information.

Continuous Development

We embrace and drive forward positive change within the organisation.

Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.