



Directorate for People

## Job Description

|                  |                        |                 |                      |
|------------------|------------------------|-----------------|----------------------|
| <b>Post:</b>     | Occupational Therapist | <b>Grade:</b>   | GR C                 |
| <b>Division:</b> | Occupational Therapy   | <b>Section:</b> | Occupational Therapy |

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### 1. Job Purpose

- 1.1 To carry out assessments which enable users and carers to determine how to maintain their lifestyles in the face of disability or age. To maintain your own caseload and undertake any other duties as appropriate for delivery of Adult Social Care.

### 2. Duties & Responsibilities

- 2.1 To carry out strength based assessments of daily living needs of the citizen and carer. To apply Three Conversations and service practice models.
- 2.2 To make clinical recommendations for service delivery within all areas of the Adult Social Care Occupational Therapy for Adults and Children where appropriate.
- 2.3 Completing statutory assessment of need overcoming environmental barriers, clinical recommendations that are necessary and appropriate to determine implementation of the Disabled Facilities Grant
- 2.4 Ability to undertake a mixed caseload of Specialist assessments including Statutory Mobility Assessments, manual handling, specialist equipment, childrens and Better Care at Home assessments
- 2.5 Consistently apply appropriate and robust Clinical Reasoning. Utilise Occupational Therapy concepts, skills and standards to ensure pragmatic and suitable application of the graded approach
- 2.6 Partnership working to provide a holistic approach to support citizens to improve their quality of life and prevent further decline in function where possible
- 2.7 To understand the aspirations of the citizens of Birmingham and their carers and champion the Adult Social Care Vision and Equality, Diversity and Inclusion.
- 2.8 Commitment to personal development, upholding high standards and best practice, in line with requirements of HCPC and Birmingham City Council Policies and Procedures.

- 2.9 Manage workload to meet performance targets and maintain clear, accurate and timely record keeping and documentation of communication and intervention undertaken with citizens.
- 2.10 Dynamically support work and development of services by undertaking any other duties commensurate with the post or service need and coproduction with citizens.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:**

Occupational Therapy Team Manager

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are **indirectly** supervised i.e. through others).

N/A

5. **Special Conditions**

- The post holder may be required to work at other locations within the Occupational Therapy service as required.
- This post is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council's Equal Opportunities Policy** will be required.



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**Person Specification**

**Job Title:** Occupational Therapist

**Grade:** GR C

**Division:** Occupational Therapy

**Section:** Occupational Therapy

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.**

| CRITERIA   | ESSENTIAL  | M.O.A. |
|--|--|--------|
| <b>Experience</b><br>(Relevant work and other experience)                                    | 1. Understanding of assessment process and required outcomes.  | AF/I   |
|  | 2. Experience of working with elderly or disabled people in a professional or voluntary capacity.  | AF/I   |
| <b>Skills and Ability</b><br>e.g. written communication skills, dealing with the public etc. | 1. Excellent verbal and written communication skills.  | AF/I/T |
|  | 2. Competent keyboard skills.  | AF/I/T |
|  | 3. Ability to organise own workload.   | I      |
|  | 4. Understanding of equal opportunities and diversity issues.  | I      |
| <b>Training</b>  | 1. Willingness to progress to a Senior Occupational Therapist role.  | I      |
|  | 2. Willingness to undergo essential training and Continued Professional Development in order to develop professionally and maintain knowledge of Evidenced Based Practice. | I      |
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications.  | 1. Degree or diploma in Occupational Therapy.  | AF/C   |
|  | 2. State registration with HCPC (Health & Care Professions Council).   | AF/C   |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.