



SOMERSET
County Council

Candidate Information Pack

Occupational Therapist

Adult Social Care

Please note that this is a rolling advert so applications/CV's will be reviewed prior to the closing date and interviews may be scheduled before the vacancy has closed, therefore, immediate application is recommended.

Inside this pack:

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If you are interested in finding out more before applying, please get in touch with Paulette Baker, Principal Occupational Therapist, on 07976693739.

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on recruitment@somerset.gov.uk or telephone on **01823 355736**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

What You Will Be Good At

Key Competencies

You should demonstrate a commitment to our four key values – Customer Focus, Can Do Attitude, Collaboration and Care and Respect. More information can be found on the final page.

Interpersonal Relationships:

- Develops and sustains professional working relationships with clients, carers, colleagues and external agencies based on mutual trust, respect for individual rights and cultural needs, and the promotion of equality and diversity.
- Promotes independence and effectively disengages from relationships when appropriate.

Assessment and Service Provision:

- Makes ongoing assessments of frequently complex client needs and associated risks and demonstrates knowledge and understanding of wide range of resource options within budgetary framework/constraints.
- Negotiates and implements effective plans for support, enablement, prevention, protection and monitoring, within department/government targets.
- Offers practical suggestions and advice on long-term implications of alternative courses of action in relation to quality of service provision.

Problem Solving:

- Responds calmly to unexpected and emotive problems, seeking solutions, modifying plans and arranging the provision of additional services and/or resources where appropriate.
- Deals effectively with conflict – involving others when necessary.
- Deals effectively with complex interfamilial and interagency problems and develops solutions

Communication Skills:

- Able to communicate effectively and sensitively with people using appropriate methods of interaction and respecting confidentiality at all times.
- Produces clear, accurate and concise oral and written assessments, records and reports to facilitate decision making within social work and wider multi-disciplinary teams.
- Selects appropriate medium and format for communication internally and to meet the needs of service users.
- Co-ordinates and chairs group meetings

Team Working:

- Co-operative and open with colleagues, sharing information or seeking assistance as appropriate.
- Takes responsibility for own work and demonstrates willingness to learn from others and from experience.
- Willing to assist colleagues to ensure effective service delivery within and outside the immediate team

Continuing Professional Development of Self and Others:

- Supports development of self and colleagues through regular reflection on effectiveness of approach and the acquisition, dissemination and application of new knowledge and skills.

Work Experience Knowledge & Skills**Essential**

- Relevant multi-disciplinary Social Care experience within multi-disciplinary team – relevant to the needs of the post.
- Evidence of partnership working with other agencies including Social Care Services, Health Services, Voluntary Agencies and/or Education
- Knowledge and understanding of Social Care practice as defined by HCPC Guidelines, appropriate legislation and issues relevant to client group.
- IT skills to enable effective input, manipulation and retrieval of data and information.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)

Desirable

- A variety of experiences working with relevant client group.
- Supervisory experience
- Previous experience of working with health professionals

Qualifications

Essential

- Degree in Occupational Therapy or equivalent
- Registration with Health Care Professions Council
- Willingness to study for higher level of qualifications

Desirable

- Previous experience of working with health professionals

Personal Attributes

Essential

- Demonstrates empathy, sensitivity, self-awareness and acceptance of others.
- Able to prioritise workload, work with competing deadlines and organise time effectively.
- Self-reliant and resilient – able to respond positively to difficult situations
- Willingness to embrace organisational change
- Access to / use of a vehicle is an essential requirement

Desirable

- Creative thinker

All disabled applicants meeting the essential criteria will be interviewed.

Somerset County Council has signed the Charter for Employers who are Positive about Mental Health

MINDFUL EMPLOYER is a UK-wide initiative. www.mindfulemployer.net



What You Will Deliver

Key tasks and responsibilities:

Main responsibilities & Duties

To provide a comprehensive Occupational Therapy service to users and carers and to undertake assessments through the O.T. process - assessment, planning, intervention and review, to meet the needs of the individual and promote independence in accordance with current relevant legislation in all activities of daily living. To enable them to identify their priorities and goals in order to make realistic plans for their future.

Common Elements:

A. Make ongoing assessments of allocated cases to reflect individual circumstances including assessment of risk, support and need to ensure that service users are protected from significant harm.

1. Responsible for a caseload of varying complexity, commensurate with ability and experience, receiving and responding to referrals from various sources.
2. Occupational therapy assessment to ensure appropriate protection to service users and carers, to identify the need for risk assessment as appropriate.
3. Statutory reviews and comply with appropriate legislation, policy and procedures.
4. Assess occupational therapy needs of individuals within their own homes and in activities of daily living, in consultation with other professionals.

B. Prepare and present reports as necessary to facilitate proper decisions being made in respect of service users.

1. Provide information, written assessments, reports and statements to support other service professionals, managers and agencies in making decisions related to care.
2. Maintain client records to a high standard in accordance with relevant legislation, policy and procedures.

C. Facilitate the provision of a needs-led service, working with providers within Social Services, Health Service, the independent and voluntary sectors in order to meet requirements.

1. Plan and agree service responses, resources needs and support, developing realistic care plans to meet identified individual needs /circumstances. Provide appropriate Aids to Daily Living and/or recommend grants and / or funding as appropriate and available.
2. Review needs in line with policy and procedures.

3. Develop, facilitate and maintain effective joint working relationships, with Health professionals, District Councils and Voluntary agencies.
4. Promote a positive profile of services through liaison with statutory and voluntary organisations relating to service provision and assist in the development of services to clients.

D. Establish appropriate professional relationships with service users, their families and other professionals to enable effective partnerships in the provision of services.

1. Promote people's independence, equality, diversity and rights.
2. Establish, sustain and disengage from relationships with service users, supporting
3. their needs and those of families and carers appropriately.
4. Contribute to multi agency team working and participate in team meetings.
5. Advising other professionals relating to specific areas of expertise.
6. Enable individuals, families and carers to address issues which affect their health and social wellbeing.

E. Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.

1. To be familiar with IT systems relating to client information and ADL purchasing.
2. Develop one's own knowledge and practice and contribute to the development of policy and practice.
3. Participate in training and regular professional development programmes.

Other Elements and Specialised Areas:

1. Participating in office/team duty rotas, responding effectively to referrals and enquiries as required.
2. Supervise the work of vocationally qualified and unqualified staff as required.
3. To meet regularly with the team manager relating to problems, caseload, training needs and ensure appropriate professional development.
4. Developing projects and new services to meet assessed needs of service users.

FURTHER INFORMATION SPECIFIC TO THIS POST

1. Typically an active caseload of 30 - 40 service users of varying complexity.
2. Purchasing of adaptations and equipment in accordance with policy and procedures.
3. Typically supervise no more than 2 people.
4. Work closely with other OTs in HIS, community teams and hospitals

Some special physical effort is required relating to therapy work, undertaken in a variety of environments, including office, hospital, and in client homes, which may involve a risk to personal

health and safety from time to time. Often work alone outside of office or hospital locations; to adhere to lone working arrangements; and health and safety policies.

It is an essential element of the job to build and maintain a range of close contacts and relationships with service users and other professional staff within the department. Frequent contacts with statutory bodies, public services, Health Professionals and voluntary agencies as an integral part of assessments and care provision. Frequent involvement in multi-agency and joint working arrangements.

The successful candidate has a responsibility for promoting and safeguarding the welfare of the vulnerable people they are responsible for or come into contact with.

Somerset County Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

This job requires a criminal background check (DBS) via the disclosure procedure.

What We Will Offer You in Return

Salary and grade:	Grade 10, between £30,984 to £35,336 per annum.
Contract type:	Permanent
Location:	<p>Somerset locality team.</p> <p>Your main office base will be either Taunton (Taunton Deane), Bridgwater (Sedgemoor), Shepton Mallet (Mendip) or Yeovil (South Somerset).</p> <p>Please let us know if you have a preferred working location.</p>
Hours of work:	37 hours per week. These will be in agreement with the line manager. Part time hours will be considered.
Annual leave:	<p>For this grade: 29 days.</p> <p>This is inclusive of two statutory days. In addition, there are 8 bank holiday days.</p> <p>Please note, the amount stated will be pro-rata for part-time and fixed term contract posts.</p> <p>The annual leave year starts on 1st April.</p>
Probationary period:	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
Notice period:	Following completion of the probationary period, this post will be subject to a notice period of three calendar months on either side.

Living our values – 4 Cs

At work, the way we do things matters as much as what we do.
At Somerset County Council we have four key values – the 4Cs – that all employees are expected to work to. They will form part of every member of staff's personal review.



Customer focus

This is about putting the customer at the heart of everything we do.

Collaboration

This is about working with others to deliver our services.

Can do attitude

This is about getting the job done and doing it well.

Care and respect

This is about treating others as they would wish to be treated – with care, respect, dignity and understanding.

What does this look like in practice?

The 4Cs describe our values. In practice, this means that we think from a customer or a community perspective to make sure we get things right first time and continually improve the services we provide. We must have a clear view of what our customers and service users say they need, rather than build services based on what we think they need.

We operate a 'no wrong door' policy – whichever authority or department deals with the customer's query, we help them get there. As we build links with other authorities and organisations we talk to each other and our managers about how we think we could change, even the smallest things, for the better.

We work together, establishing positive, respectful and empowering ways of working as strong teams. We act with integrity, communicating clearly, admitting to our mistakes and striving to learn from them. When we think we need to speak out or challenge, we are prepared to do so in a constructive and positive way, but we remain objective.

Your Career – Training and Development

<https://www.socialcareandmore.co.uk/adults/your-career/>

#doityourway

