

| <b>Occupational Therapist</b> |                      |       |         |
|-------------------------------|----------------------|-------|---------|
| Reference No.                 | A4212                | Type  | Generic |
| Service                       | Occupational Therapy |       |         |
| Job Family                    | Care 7               | Grade | FC8     |

| <b>Purpose</b>  |
|---|
| To provide a person centred and outcomes focussed approach to assessment, recommendation and provision of Occupational Therapy intervention to enable individuals to maximise their independence. |

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility   | <b>E</b>                                   | <b>D</b>                                  |
|--|---|--|---|
| Undertaking comprehensive person-centred Occupational Therapy assessments of need, risk, occupational performance and potential for improved outcomes. | <p>A recognised qualification in Occupational Therapy at minimum of SCQF level 9.</p> <p>Registration with Health &amp; Care Professions Council (HCPC)</p> <p>Other relevant qualifications or awards, e.g. Accreditation of Practice Placement Educators, recognised moving and handling qualification</p> <p>Experience of assessing need and risk (deliver results – see How we work matters framework)</p> <p>Experience of working within a community setting</p> | <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p> | <p></p> <p></p> <p>✓</p> <p></p> <p>✓</p> |

## Role Profile

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|--|--|-----------------------------------|------------|
|  |  |                                   |            |
| Using a person-centred approach to maximise potential for independence and manage risk.  | Knowledge of professional practice models, values and standards and theory underpinning practice in relevant area.<br><br>Experience of working with older people or adults with disabilities<br><br>Experience and skill in risk management   | ✓<br><br>✓                        | ✓          |
| Managing a caseload with varying complexity, using specialist Occupational Therapy skills and knowledge to respond effectively to the needs of service users.<br><br>Maintain contact with service users and carers as required. | Experience and skill in problem solving and activity/task analysis<br>Organisational skills and ability to prioritise<br><br>Ability to travel throughout Fife<br><br>Ability to use initiative and take responsibility for own practice (take ownership)<br>Communication skills<br>Experience in caseload management<br>Experience of dealing with challenging behaviour | ✓<br><br>✓<br><br>✓<br><br>✓<br>✓ | ✓<br><br>✓ |
| Maintaining up to date and accurate documentation as required by the service and regulatory body.<br><br>Completion of reports where required- outlining informed and reasoned recommendations                                   | Experience and skill in recording and documentation  | ✓                                 |            |

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|---|--|------------|------------|
| Working as part of a team to ensure that team responsibilities are carried out  | Team working skills (work together)  | ✓          |            |
| Taking responsibility to input into information management systems to obtain statistical returns as required by the service.  | Experience of using computer-based systems (embrace technology and information)<br><br>Experience of using electronic information management systems                     | ✓          | ✓          |
| Carrying out of practice that meets Royal College of Occupational Therapists (RCOT) and HCPC standards for practice and registration.   | Knowledge of professional and regulatory body standards  | ✓          |            |
| Supervising an Occupational Therapy Assistant(s)  | Knowledge of the principles of effective supervision<br><br>Experience of supervising others<br><br>Experience in Practice Education                                     | ✓          | ✓<br><br>✓ |
| Engaging and working in partnership with; service users; family members; statutory agencies; voluntary agencies; and others as appropriate - providing professional advice, guidance and support to achieve optimum outcomes and ensuring information is shared within data protection protocols. | Negotiation skills<br><br>Team working skills (Work together)<br><br>Knowledge of information sharing protocols<br>Experience of working in a multi professional setting | ✓<br><br>✓ | ✓<br><br>✓ |
| Working in a way that promotes equal opportunities and respects culture and diversity.  | Experience of promoting equality and diversity (Focus on customers)<br>Knowledge of anti-discriminatory principles   | ✓          | ✓          |

E = Essential Criteria    D = Desirable Criteria

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|--|---|----------|----------|
| Providing advice and information, offering assessment, guidance and signposting when appropriate.  | Problem solving skills  | ✓        |          |
|  | Experience of applying eligibility criteria   |          | ✓        |
| Contributing to the development of a high-quality professional service to meet service priorities in terms of performance and service delivery                 | Understanding of the value of performance management  | ✓        |          |
| Working within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.    | Knowledge of national outcomes, policies, procedures, and relevant legislation.   | ✓        |          |
| Taking responsibility for own professional development within service priorities and undertaking education/training opportunities as required and appropriate. | Evidence of a commitment to ongoing professional development  | ✓        |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.  |   |          |          |

| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |   |          |          |
|--|---|----------|----------|
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| <b>OCCUPATIONAL THERAPIST - HOUSING</b>  |   |          |          |
| Undertaking assessments in relation to housing applications on grounds of illness/disability.  | Knowledge of principles of housing allocation and priorities  | ✓        |          |
| Providing advice and recommendations on the allocation of appropriate housing/sheltered housing.   | Knowledge of housing types and potential to meet varying needs.   | ✓        |          |
|  | Knowledge and skills in environmental adaptation  | ✓        |          |

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

**Additional Information – the following information is available:**

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:**

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results