

## **JOB DESCRIPTION**

### **South Yorkshire Centre for Inclusive Living**

**Job Title** Occupational Therapist

**Salary** £ 23491

**Hours** 37 hours per week

**Responsible to** Director of Services & Development

#### **Summary**

To assess, advise and provide a range of services aimed at maximising opportunities for personal independence within the community for disabled people.

Under the supervision of the Director of Services & Development you will work as a member of a small team providing specific support aimed at achieving and maintaining independence for all service users.

Under the supervision of the Director of Services & development you will be responsible for the day to day running, of the services within the Independent Living Unit.

You will work with the Director of Services & Development to develop SYCIL's Independent living Unit & OT services.

You will be responsible for the supervision of the Basic Grade OT and any students that may from time to time be on work placement with SYCIL.

#### **Primary duties and areas of responsibility**

To keep professionally up to date on issues relating to Disabled People and communicate these to the Director of Services & Development and others as required.

To work with the Senior Management Team on new developments as required.

Supervising and deploying staff within the units in accordance with good personnel practice and the agreed policies and procedures of SYCIL this will include appointment and induction, staff development training, and Health and Safety.

Working in accordance with the professional standards for the service assess, plan and implement a support programme aimed at maintaining the independence of the service users in their own homes for as long as possible.

Advise carers/PA's on techniques to support the service user, including use of adaptive equipment and manual handling techniques.

Ensure that your professional knowledge is constantly updated in order to maintain a high standard of service user care and, as evidence of practice, recorded in your CPD portfolio.

Participate in supervision / annual appraisals in order to achieve personal development and a high standard of service user care.

Comply with statistical, report writing documentation and recording requirements as specified in the standards in order to demonstrate the provision of an efficient and effective quality service.

## **Key result areas**

### **Communications and working relationships**

Ensure effective communication systems are maintained sensitively between;

The service user and the post holder.

SYCIL Team to provide consistent, well co-ordinated service user support.

Relatives and carers to discuss service user's condition and associated problems as appropriate to confidentiality.

Relevant statutory and voluntary agencies involved in service user's care, as appropriate to confidentiality and Data Protection Act.

Communicating sensitive information regarding loss of independence and service user's health and social welfare.

Liaise and maintain good relationships with other relevant key workers and teams in the voluntary and statutory sector.

To promote public awareness of the service in conjunction with other members of staff.

### **Assessments**

To undertake comprehensive assessments with regard to the physical, psychological, emotional and practical needs of service users within their home, work, leisure and educational environments, and their families and carers.

With the service user, identify and compile comprehensive plans of support to maintain or increase a service user's independence. Monitor and update plan and anticipate future needs as necessary.

### **Educate, advise and support service users and carers.**

To educate and support service users and carers about specific complex conditions, progression and effects on function e.g. progressive neurological conditions. This will involve setting up awareness sessions / workshops in line with the requirements of SYCIL's SLA.

To initiate and facilitate training programmes and self management groups e.g. independent living skills and personal development training.

To advise service users and their carers on the availability of other services that might assist them and where appropriate, arrange for their provision.

In conjunction with the Training Co-ordinator to work with volunteers to identify skills and areas of development. To establish a structured programme with clear aims and objectives and pathways for progress.

### **General requirements**

To maintain accurate and up to date records and reports in accordance with SYCIL policy and the data protection act.

To prepare reports on service users for a variety of purposes including use by other professionals and agencies.

To accept, process and prioritise referrals.

To attend staff meetings and other meetings as required.

To be involved in the development of the service by assisting to identify gaps in the service.

To prepare and deliver presentations to health & social care professionals, community groups and others as required.

To maintain confidentiality of information regarding service users and their families and friends at all times.

To act at all times in the best interest of service users.

To be aware of and adhere to all SYCIL Policies and Procedures, in particular the 'Code of Conduct' for staff and national legislation and local policies such as the protection of vulnerable adults.

To understand and comply with SYCIL's Equal Opportunities Policy especially as this applies to disabled people.

To comply with Health & Safety policy and legislation.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

## **PLEASE NOTE**

This post is deemed to require an Enhanced Disclosure check via the Criminal Records Bureau.

In order for the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other functions as appropriate.

This is for information and guidance only it is not intended as a definitive statement.