

Job Description & Person Specification

Job Title: Occupational Therapist

Service: Operations

Reports to: Service Manager or equivalent

Direct Reports: None

About The Role

An Occupational Therapist is responsible for supporting individuals with specific needs, providing occupational therapy assessment through a level of contact, support, and supervision, to support residents/participants to reintegrate in society.

This role will aim to support the team to deliver a high quality, trauma-informed service, working with internal and external teams to aid recovery, reablement, and rehabilitation in a psychologically informed environment (PIE). This role will focus on providing psychological assessments and support for our residents and participants who have multiple, complex needs and will support the staff team to ensure every interaction is aligned with the support plan for those individuals.

They will work in accordance with service specifications and agreements to provide a flexible service which is responsive, and inclusive to individual needs, underpinned by SIG's Theory of Change.

About the Post Holder

The post holder will be a self-starter, able to proactively encourage, take leadership and ownership for creating a positive psychologically informed environment.

The post holder will be driven to provide high quality, effective and person-centred support to others. They will thrive when working as part of a team, be an effective communicator, and able to build long-term purposeful relationships with people from different backgrounds, respecting and embracing equality, diversity, and inclusion. They will embrace SIG's values and represent these in everything they do. The post holder will be compassionate, supportive, and empowering to others, comfortable working in a fast-paced and constantly changing environment. They will have a nonjudgmental approach and support us in achieving our mission to empower people by building powerful partnerships and creative solutions that bridge gaps in provision and aid recovery, reablement, and resettlement.

Key Responsibilities

OCCUPATIONAL THERAPY

- Provide specialised occupational therapy assessment and treatment for residents/participants in accordance with guidelines, as well as resident/participant care plans, through a recovery-based approach.
- Work in adherence to Health and Care Professionals Council (HCPC) and Consultation Observation Tool (COT) and other practice guidelines.
- Identify activity needs and wishes through various approaches such as assessments, observations, and discussions then use these to implement plans of action.
- Recognise signs of deteriorating mental health, physical health, or other health implications and initiate appropriate interventions to prevent crisis or other risks.

RISK MANAGEMENT, INFORMATION MANAGEMENT AND CASE RECORDING

- In line with SIG's Theory of Change, carry out strengths-based assessments of need and risk and deliver holistic support and risk management plans, enabling residents/participants to achieve their aspirations and keep themselves safe.
- Follow the relevant safeguarding, risk assessment and management procedures, record, and share any relevant information with partner agencies as appropriate.
- Ensure all case recording, and information is accurately recorded in a timely manner, ensuring electronic records are protected in line with GDPR, and kept up to date and written to a high standard.
- Ensuring a proactive approach to identifying and reporting community risks associated with our resident group and SIG-owned or managed properties.

GENERAL SERVICE DELIVERY AND MANAGEMENT

- Equip residents/participants with the relevant life skills, knowledge, and resources to support their journey to achieve independence and their desired goals.
- Support collaboratively with the team, residents, and participants to develop support plans, risk assessments, reviews, case meetings.
- Develop, participate in, and encourage residents/participants to participate in the running and development of various projects and group engagement activities.
- Ensure service responsibilities and requirements are carried out effectively.
- Support named residents/participants with various individual needs as required.
- Work flexibility in working patterns and duties, responding to the needs of the service, team, and residents/participants.
- Administration duties will vary. This includes maintaining confidential records in a timely manner and containing information in accordance with relevant statutory and organisational policies.

SIG POLICIES AND DATA PROTECTION

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintain confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place. Always ensure clean and tidy office spaces and communal areas.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed as long as it is within the capacity and level of the position. This JDPS is regularly reviewed and may change in future amendments as per the requirements of the role and organisation.

Person Specification

| Qualification and Experience: | Rating |
|--|-----------|
| Appropriate Professional Qualification: Diploma or Degree (Hons) in Occupational Therapy, or professional equivalent | Essential |
| Previous experience of working with people with multiple complex needs <u>and/or</u> a good understanding of their needs | Essential |
| HCPC registration | Essential |
| Experience creating co-produced support plans and providing appropriate interventions for residents/participants and liaising with other professionals | Essential |
| Skills and Abilities | |
| Ability to use, learn and adapt to IT at an intermediate level, including Microsoft and other software programs. | Essential |
| Knowledge of relevant NICE and DoH guidance and protocols | Essential |
| Knowledge of regulatory frameworks for social care and treatment, and the ability to apply this in the working environment | Essential |
| Ability to understand and apply safeguarding protocols as they arise | Essential |
| Ability to influence and negotiate positive outcomes with others | Essential |
| Excellent interpersonal skills, both written and oral. Ability to form and build effective relationships and rapport with others | Essential |
| Proactive in making decisions to deal with challenges and providing a solution focused approach using initiative | Essential |
| Ability to work with confidential information, maintain accurate records and write accurate reports | Essential |
| Ability and willingness to show flexibility of working patterns, responding to the needs of the service and residents | Essential |
| Ability to promote the service and provide outreach-based provision, with an ability to liaise and work effectively in partnership with stakeholders | Essential |
| Understanding <u>and/or</u> practical knowledge of the social and societal marginalisation that can be attached to people with complex needs | Essential |
| Ability to support managers in organising and planning high quality service delivery to a CQC standard | Desirable |
| Personal Characteristics | |
| Cultural awareness, Self-awareness, and ability to identify personal growth areas and take feedback | Essential |
| Sensitivity and empathy to others, and ability to deal with individual circumstances with professionalism | Essential |
| Trauma-informed, non-judgmental approach to overcome barriers and achieve goals with self and others | Essential |
| Alignment with SIG's core values, mission, and vision | Essential |