

## **BON ACCORD CARE JOB PROFILE**

<b>1 Job Details</b>	
Job Title:	Assistant Manager / Occupational Therapist
Job Profile No:	
Grade:	Grade 13
Version Date:	November 2016

<b>2 Job Purpose</b>
Throughout Aberdeen city you will lead, manage and supervise a high standard of person centred care and support for service users in a range of accommodation settings, including their own homes. You will lead and develop a team and service to promote good outcomes for service users and their carers.

<b>3 Reporting Relationships</b>
<div style="text-align: center;"> <p>Manager</p> <p> </p> <p><b>Assistant Manager / Occupational Therapist</b></p> <p> </p> <p>Senior Support Worker / Occupational Therapy Assistant</p> </div>

<b>4 Outcomes</b>
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• Assess, plan, monitor and evaluate service provision on an individual and team basis to ensure positive outcomes for service users</li> <li>• Lead the promotion and development of services to maximise the independent living skills of service users</li> <li>• Work in partnership with family, carers, the Health and Social Care integrated team and any other agencies</li> <li>• Provide leadership and day to day management, advice, support and guidance to team members in order to meet the needs of the service</li> <li>• Provide and develop services for the specific needs of service users</li> <li>• Ensure that all health and safety regulations are adhered to, including carrying out risk assessments and regular auditing so that a safe and secure environment is provided and maintained</li> <li>• Ensure that services are delivered in accordance with relevant legislation, policies and procedures and national care standards and professional codes of practice</li> <li>• Ensure continued professional development and maintain a professional registration</li> <li>• Manage resources effectively including monitoring financial expenditure and ensuring compliance with financial regulations</li> </ul>

## 5 Tasks and Responsibilities

The post holder will be expected to undertake a range of tasks as appropriate to the role and responsibilities. These may include all or some of the following but are not restricted to:

- **Health and Safety**
  - Responsibility for monitoring and ensuring health and safety of staff, service users, buildings/community
  - Take a lead role in the processing, notification and following up on Accident and Incident Reporting Forms
  - Participation in ASP procedures and follow up on ASP Reporting Forms
- **Service Provision**
  - Provide Personal Care and support as required
  - Assessment of service user needs
  - Effective planning, implementation, monitoring and evaluation of plans to ensure service user needs are met
  - Reviewing referrals and prioritising admissions effectively
- **Staffing**
  - Supervision and Appraisal
  - Workload Planning ( arrange cover, shifts, allocation of work)
  - Applying HR policies and processes including recruitment, managing leavers, absence management, counselling, performance management and disciplinary investigations
  - Monitoring the quality of care and support provided
  - Oversee the management of annual leave
- **Quality Assurance and Service Improvement**
  - Take a lead in quality assurance processes including service user engagement and outcomes
  - Development and improvement of the service
  - Take a lead in implementing audit action plans
  - Ensure compliance with requirements of regulatory bodies
  - Respond proactively and timeously to concerns or complaints
  - Monitor quality of support plans and risk assessments
- **Other Responsibilities**
  - Key Handler training
  - Ensure BAC Policies and Procedures are promoted and adhered to
  - Report statistical information on service delivery as required
  - Report writing
  - Organising, chairing and effectively contributing to regular meetings
  - Ordering of a range of equipment and supplies
- **OT Specific** *(in addition to those relevant above)*
  - Assessment and provision of adaptations including specialist equipment and major adaptations to promote independent living

<b>6</b>	<b>Knowledge</b>
<p><b>The post holder needs to be able to demonstrate an understanding or experience of:</b></p> <ul style="list-style-type: none"> <li>• The Health and Social Care Sector and the principles of providing care and support</li> <li>• Current relevant legislation and best practice</li> <li>• Assessments, reviews and support planning to ensure person centred outcomes</li> <li>• Leadership, management and supervision</li> <li>• Organisational and Planning Skills</li> <li>• Office procedures including administration and using computer packages</li> <li>• The needs of service users who require care and support; specifically recognising their need for dignity, respect and promotion of independent living</li> <li>• The range of services and resources available in order to improve outcomes for service users</li> </ul>	
<b>7</b>	<b>Grade specific skills and competencies</b>
<p><b>The post holder is expected to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• The ability to promote dignity, respect, choice, independent living and work in an anti-discriminatory way</li> <li>• The ability to assess, plan and review and maintain and develop clear and accurate records including risk assessments and support plans</li> <li>• The ability to communicate effectively and work in partnership with service users, staff, carers, families and internal/external professionals to achieve improved outcomes for service users</li> <li>• An ability to lead and motivate a team, providing supervision, guidance and support to team members</li> <li>• The ability to work autonomously and be accountable, while at the same time recognising when matters need to be referred to a more senior manager</li> <li>• The ability to work accurately with detailed information</li> <li>• The ability to manage priorities and meet deadlines</li> <li>• A flexible and creative approach in order to manage resources effectively</li> <li>• The ability to effectively use a range of IT packages including the use of Microsoft Office</li> <li>• The ability to challenge and improve practice</li> <li>• The ability to promote the safe moving and handling of both people and objects</li> </ul>	
<b>8</b>	<b>Organisational Behaviours</b>
<p><b>The post holder is expected to display the following behaviours:</b></p> <ul style="list-style-type: none"> <li>• <b>Quality</b> <ul style="list-style-type: none"> <li>○ Ensure that the services offered are the best they can be.</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Respect the dignity and diversity of all of our customers and staff and always uphold people's rights.</li> </ul> </li> <li>• <b>Service</b> <ul style="list-style-type: none"> <li>○ Communicate with and listen to our customers in order to deliver the highest standard of service.</li> </ul> </li> <li>• <b>Pride</b> <ul style="list-style-type: none"> <li>○ Demonstrate pride when working for Bon Accord Care</li> </ul> </li> </ul>	

- **Value**
  - Ensure services delivered give value for money and work efficiently.
- **Innovation**
  - Be open to new ideas and at the forefront of innovation in delivering care and enablement services.

## **9 Requirements of the Job**

**The post holder needs to hold as a minimum:**

- Professional qualification in Social Work, OT, Nursing or other relevant subject
- Qualification required by SSSC or ability and willingness to work towards as role required
- SVQ Level 4 management qualification or equivalent as role required or ability and willingness to work towards as role required'
- PDA in supervision or willingness to work towards as role required
- Registration with relevant professional body
- PVG registration

**The post holder may be expected to:**

- Work to a shift pattern as required including evening, nights and weekend working
- Work at alternative locations as required
- Adhere to SSSC codes of practice, Bon Accord Care Policy and Procedures and relevant Legislation
- Lone work
- Travel to work locations in the city

## **10 Development**

**The post holder must have undertaken or be committed to undertaking the following mandatory training within a specified period:**

- BAC Induction incorporating appropriate adult protection, people and object handling, customer care, food hygiene, infection control,
- Safe and legal training to Level 1 and Level 2 Role Specific
- SCIPr
- Effective recording and reporting
- Effective communication
- Training and other development needs as appropriate