

BON ACCORD CARE JOB PROFILE

1 Job Details

Job Title:	Senior Occupational Therapist
Job Profile No:	
Service:	Bon Accord Care
Grade:	G14
Version Date:	September 2017

2 Job Purpose

To lead, manage and supervise the operational delivery of a high standard of person centred care and support by the Community Occupational Therapy team. Ensuring the provision of a comprehensive, intensive service and promoting good outcomes for individuals, their families and carers.

3 Reporting Relationships



4 Outcomes

The post holder will be expected to:

- Provide day to day management and clinical guidance to a team of Occupational Therapists; giving advice, support and guidance to team members in order to ensure positive outcomes for service users
- Monitor and support the system of screening, prioritising and allocation of referrals and workloads, and ensuring efficient use of resources
- Actively promote an integrated and multi-disciplinary working ethos with health partners and other internal and external agencies to deliver services to new and existing service user groups
- Ensure the protection of vulnerable adults, including undertaking all statutory duties as required by current legislation
- Ensure continuous individual and team professional development and maintain professional registration
- Develop innovative tools and/or services to enhance the delivery of Occupational Therapy services

5 Knowledge

The post holder needs to be able to demonstrate an understanding or experience of:

- The Occupational Therapy needs of client groups, including older people,

people with dementia, people with learning or physical disabilities, people with mental health difficulties, children, and carers

- Operational leadership, line management and supervision
- Anti-discriminatory practice
- Health and safety legislation
- National and local policies and agendas relating to improving the health, wellbeing and development of service users and their carers
- Legal frameworks and the Local Authority's statutory responsibilities relevant to the service area
- Shifting the balance of Care

6 Job specific skills and competencies

The post holder is expected to demonstrate:

- Ability to communicate effectively with service users, staff, carers and internal/ external professionals to achieve improved outcomes for service users
- A flexible and creative approach in order to manage human, physical and financial resources effectively
- An ability to lead and motivate a team, providing supervision, guidance and support to team members
- Commitment to providing high quality customer service
- Competence with a range of ICT packages including MS Office
- Ability to chair meetings and case conferences effectively
- Planning and decision making skills

7 Organisational Behaviours and Values

The post holder is expected to display the following behaviours:

Service

- Communicates effectively with BAC staff, service users and other stake holders
- Ensures service delivery is efficient and effective

Quality

- Engaged in supervision at least every two months
- Engaged in undertaking individual and group supervision of direct reports at least every two months
- Ensure service users are satisfied with their assessment and interventions
- Promote and support evidence-based practice

Integrity

- All service user documentation is person-centred and reflects their needs, wants and aspirations
- Service users have been given opportunity to feedback on the service provided

Pride

- Promote Bon Accord Care as an organisation both within and out with the organisation
- attended BAC values based training

Value

- ensured that attendance at work is kept to an optimum
- used resources efficiently
- Innovation in service delivery developments and initiatives
- supported recruitment and retention initiatives
- engaged in development initiatives promoted by own service

8 Requirements of the Job**The post holder needs to hold as a minimum:**

- Professional Qualification in Occupational Therapy
- Registration with HCPC
- PVG (Adults and Children)
- Full Driving Licence

The post holder will be expected to:

- Travel to work locations across the city
- Adhere to the requirements of the HCPC Code of Practice
- Act in accordance with the SSSC Code of Practice and comply with BAC policies, procedures and guidelines

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

- BAC Induction incorporating appropriate adult protection, people and object handling, customer care, food hygiene, infection control, data protection
- Adult Support and Protection training up to level 2
- Adults with Incapacity Act
- OIL module – For Your Eyes Only (ICT security)
- OIL module – Protecting Children
- Equipment/manual handling training