

Job Description

Job Title	Children's Occupational Therapist
Directorate	Children and Young People Services
Service Area	Early Help
Grade	7
Competency Level	2
Salary	£39,513 – £44,711
Job Type	Hybrid
Location	Parklands Office Base/City Wide
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Children's Workforce)
Job Evaluation Ref No	A8108

Job Purpose

To provide occupational therapy assessment, therapeutic intervention, and/or provision of equipment and adaptations relevant to the needs of children at home, school, and short breaks.

Directly Responsible For:

Clinical supervision of Student Occupational Therapists



Directly Responsible To:

Team Manager – Children's Occupational Therapy Service

Main Areas of Responsibility:

Clinical:

- To use planning and prioritising skills to manage a caseload of children with varied needs, in consultation with the supervising Occupational Therapist
- To use the occupational therapy process to provide assessment and intervention for children at home, and in nurseries and schools
- To use the Care Aims Framework to inform decision-making and service delivery
- To work in a community, educational or clinical setting with an assigned caseload
- To seek guidance from the more senior therapists as necessary to ensure the diversity of the child's needs are met
- Under the direction of the Senior Children's Occupational Therapists, implement a prescribed programme of individual/group therapeutic activities at home, nursery/school, community and clinic settings following an assessment. This will require the post-holder to have a working knowledge of the treatment approaches being used
- To use clinical reasoning skills to monitor and evaluate occupational therapy intervention in order to measure progress, ensure effectiveness of intervention and adapt the treatment approach, and method of deliver accordingly, in consultation with the supervising OT
- To give appropriate instruction, information and education to the child and parents/carers and school/nursery staff to enable them to carry out prescribed programmes of therapeutic input and support them in achieving identified goals

- To assess and demonstrate the use of equipment to promote independence in activities of daily living for children and their parents/carers/school staff
- To carry out risk assessments of the setting and equipment in use whilst delivering therapeutic activities
- To conduct specific non-standardised and standardised paediatric assessments where appropriate. To collate and assess information from other sources to plan treatment appropriately
- To produce timely and informative reports for families/carers and for other professionals across a wide range of agencies, making relevant recommendations regarding the child's functional skills and/or provision of specialist equipment and/or adaptations
- With the support of the Senior Children's Occupational Therapist, assess and arrange for provision of equipment in the home, nursery, schools and short break settings
- To provide timely assessments and recommendations for minor or major adaptations to the homes of disabled children to improve their independence skills and enable families to care for their child safely and effectively
- To provide advice on undertaking work tasks and clinical supervision to Occupational Therapy Support Assistants Grade 4 and below, and provide peer support
- To identify changing needs, set smart targets and discharge children as indicated by the child's progress and in line with the agreed service discharge criteria, in consultation with the supervising OT

Communication:

- To communicate effectively in a variety of ways with the child/carer to gain understanding of the child's needs and consent with treatment programmes; this may include children with sensory, cognitive, learning and language difficulties

- To establish therapeutic relationships with children, parents and carers using negotiating and reasoning skills in order to carry out therapeutic activities
- To communicate relevant information to the Team Around the Child and Team Around the Family model of multi-agency working and to encourage partnership working with children, young people and their families
- To provide support and empathy to children and carers in dealing with grief, changing roles and abilities

Documentation:

- To keep accurate records of all interventions and contacts in line with City Council policies and COT/HCP standards ensuring the child's and parents' views are recorded
- To maintain timely statistics and other administrative tasks as required

Clinical Governance:

- To regularly attend and contribute to team meetings
- To participate in in-service training
- To maintain own CPD portfolio to show evidence of lifelong learning in order to maintain competency and demonstrate this within day-to-day practice
- To prepare for and actively participate in clinical supervision by highlighting areas of good personal practice or development needs
- To undertake personal appraisal in line with City Council policy and to undertake relevant activities to meet training needs identified
- To participate in clinical supervision of OT students
- To co-operate with clinical audit and evaluation activities as requested

Confidentiality:

- In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal sensitive data is managed in accordance with the principles outlined in the corporate Data Protection Policy and Procedures

Professional Ethics:

- To comply with the College of Occupational Therapy and Health and Care Professions Council Code of Ethics and professional conduct
- To comply with City Council policies and procedures
- To work within local guidelines, procedures and protocols of the Children's Occupational Therapy Service, service
- To respect the individuality, values, cultural and religious diversity of the child/carers and contribute to the provision of a service sensitive to these needs

Service Development and Delivery:

- To adhere to the Standard Operating Procedures of the service
- To assist in the day-to-day organisation of activities within the team which contributes to effective, efficient and seamless service delivery
- To ensure that areas are well maintained, kept and comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials
- To adhere to City Council policies and procedures
- To comply with current legislation including SEND Code of Practice 2014, The Children Act and Families Act 2014, The Equality Act 2010, and The Chronically Sick and Disabled Persons Act 1970
- To work within budgetary constraints

- To work collaboratively as a member of the team in order to maintain quality of service delivery
- To exercise good personal time management, punctuality and consistent reliable attendance
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Health and Safety:

- To understand and implement policies in relation to security and safety of the working environment in all settings
- To report any accidents, complaints, defects in equipment, near misses and untoward incidents, following City Council procedures
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection

Supervision and Management Responsibility:

No supervision or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Manual handling of loads and or/people
- Requirement to carry out standardised and non-standardised assessments and therapy programmes and move and adjust specialist equipment

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 2**.



[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Diploma in Occupational Therapy/ BSc degree in Occupational Therapy (A)
- Registration with Health and Care Professions Council (A)

Desirable

- Post graduate training in Occupational therapy approaches used with children

Experience

Essential

- Experience in occupational therapy assessment of children (A/I)
- Experience in communicating with children and young people particularly those that have additional needs (A/I)
- Knowledge of child development (A/I)

Desirable

- Relevant post-registration experience in occupational therapy
- Knowledge of paediatric models of practice
- Provision of therapy intervention with children
- Evidence of taking personal responsibility for own training and development.

- Provision of environmental adaptations, specialist equipment and 24-hour postural care
- Multi-professional and inter-agency working
- Evidence of taking personal responsibility for own training and development

Skills/Abilities

Essential

- Skills in occupational therapy assessment of children (A/I)
- Skills in communicating with children and young people particularly those that have additional needs (A/I)
- Able to use initiative and work autonomously without direct supervision (A/I)
- Skills in managing a caseload independently (A/I)

Desirable

- Skills in therapeutic intervention and/or provision of equipment and adaptations for children and young people with additional needs
- Able to carry out moving and handling of children and equipment
- Skills in communicating effectively with a wide range of stakeholders including children, young people, their families, and professionals
- Skills in effective time management, and the ability to analyse, plan and prioritise work to meet strict deadlines
- Knowledge of the application of the Care Aims Framework
- IT skills and willingness to develop them
- Creativity and flexibility in providing a therapeutic service
- Able to work as part of a team

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To practice and promote equality of opportunity and non-discriminatory practice

Other

Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) check

Desirable

- The successful candidate will have a positive attitude to disabled children with SEN and their families
- A positive belief in the key role of parents in their children's development