

Occupational Therapist`s

Adult Community Team

Intermediate Care Service

Please specify preference in application form

Closing date: 24th February 2019

Interview date: 11th March 2019



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Applying for this vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on "Apply online". You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/applying-job/tips-online-applications>

Please note that if you apply online you can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any problems with your application, please contact the recruitment team on job.enquiries@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Thank you for your interest in this vacancy.

Bracknell Forest is a unitary authority situated in the heart of Berkshire, which focuses on high quality, accessible, local services.

Here in Bracknell Forest Adult Social Care we have undertaken a major transformation of our services and there are currently vacancies for Occupational Therapists on our Enhanced Intermediate Care Service (EICS) and the Adult Community Team (ACT)

These posts are either working in a fast moving environment dealing with hospital discharges, admission avoidance and rapid response assessments or working with people in the community to maximise their strengths and independence.

How we look after adults and older people is one of the biggest challenges society faces today and Bracknell Forest Council is no exception. Within this context we need to achieve the best for the people we support. We are, therefore, looking for someone who takes a person centred approach, is adaptable and able to work as part of our skilled and supportive team.

We are committed to enhancing the skills and performance of all our staff by offering supervision, training and development opportunities.

If you would like to play an integral part in this service please complete an application.

Thank you for your interest, and we look forward to receiving your application.

Kind regards

Anna McCafferty
Community Services
Manager

Job Description – Adult Community Team

Department: People Directorate	Section: Adult Community Team
Post Number:	Location: Time Square
Job Title: <u>Occupational Therapist</u>	Grade/Salary Range: BG G

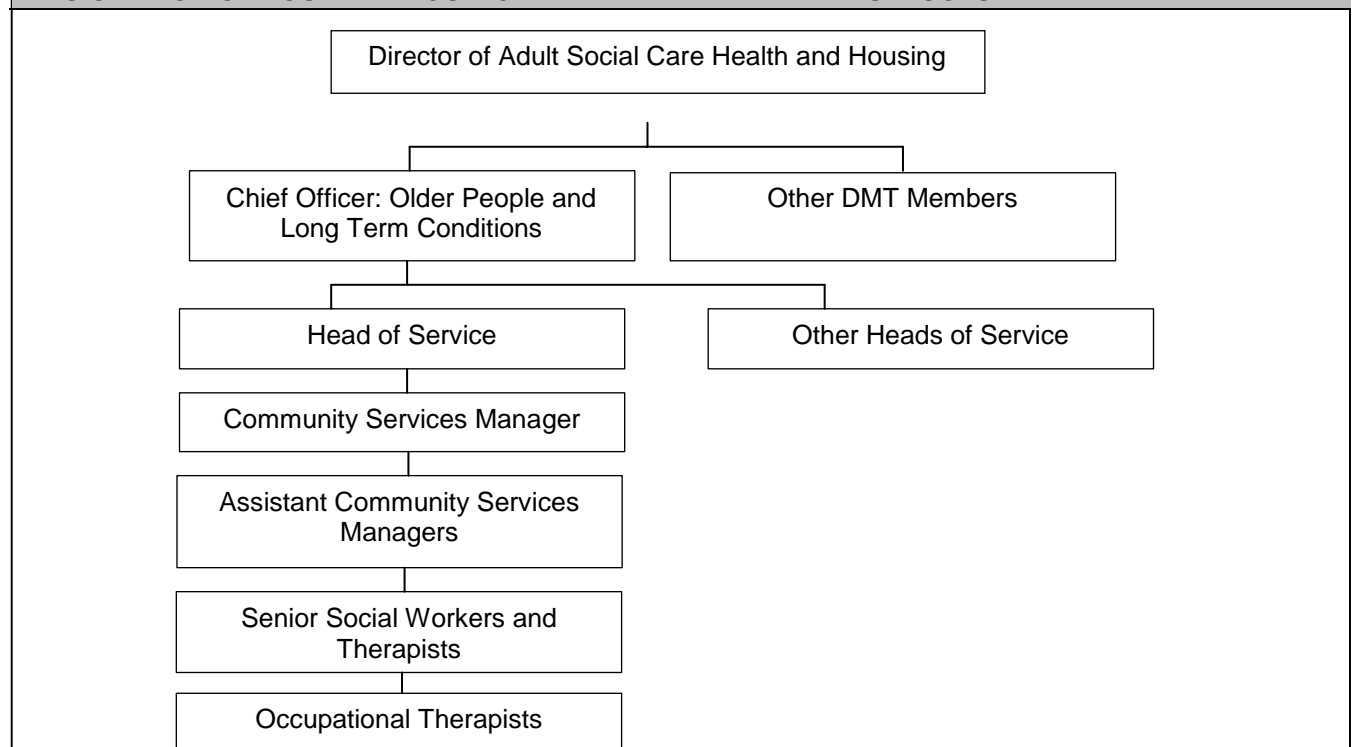
JOB PURPOSE

The Adult Community Team's role is to provide advice, information, support and care to vulnerable people in Bracknell. Our aim is to help people remain independent or regain independence following illness or a change in circumstances. Our focus is not only on those who are deemed eligible through the Care Act 2014, but also to support with Early Help and Prevention for both individuals and for carers.

The role of the Occupational Therapist is to apply and support team members to use a strength based approach, using the Conversations model, to connect the person to their communities and social networks and to problem solve together. The post holder is also required to participate in the duty rota.

In the main, people receiving support through the team will be older people or people with long term conditions. Our role is to help people to effectively "Help Themselves" where possible and to support those who require intermediate care and/or long term social care. The team works closely with colleagues in the NHS to ensure that needs are met holistically and in the ways most appropriate to the person and their family carers.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Assessment and Support Arrangements

- ☐ To participate in the duty arrangements for the team.
- ☐ To apply a strength based approach, using the conversations model to connect people to their community/social network, and problem solve together.
- ☐ Make referrals for specialist assessments/intervention as appropriate.
- ☐ Work with people, including advocates and carers, to develop person-centred plans designed to meet needs in ways that maximises independence, choice and control, and are legal and affordable.
- ☐ Work with family carers to identify their needs as carers and to develop appropriate plans with the carers to meet those needs.
- ☐ When necessary, complete the Resource Allocation System and present support plans for approval in accordance with Scheme of Delegations.
- ☐ Provide support for the appropriate arrangement and implementation of those plans.
- ☐ Ensure that, throughout this work, all policies and procedures of the department are adhered to.

Specific additional requirements

- ☐ To undertake specialist therapy assessments, and give specialist advice, as requested by other practitioners.
- ☐ Contribute specialist knowledge to support planning where coordinated by others.
- ☐ To be professionally accountable for all aspects of your work including the management of individuals in your care.
- ☐ To participate and contribute towards student training.
- ☐ When appropriately experienced, provide mentoring support to less experienced staff.
- ☐ To assist in the development of the service.

Personal Development

- ☐ To participate in supervision and appraisal:-
 - ☐ Ensure that learning and development needs are identified and met
 - ☐ Ensure that managers are aware of progress for each individual being supported
 - ☐ Ensure that managers are aware of any issues that may need their attention.
- ☐ Participate in all mandatory training, and other training as identified through supervision and appraisal.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The people supported by the department are vulnerable. Failure to carry out this role appropriately will place people at risk of harm, and the Council at reputational risk, and risk of litigation.

All employees have a responsibility for safeguarding and promoting independence and wellbeing.

Person Specification

Job Title: Occupational Therapist	Section: Adult Community Team
Department: People Directorate	Post Number:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Registered with a Recognised Occupational Therapist Qualification and HCPC Safeguarding level 1 	<ul style="list-style-type: none"> Safeguarding level 2&3 BIA training Practice Education Course
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Knowledge of the relevant legislative framework and national policies Commitment to person-centred values, and knowledge of how to translate into practice Ability to communicate effectively with a wide range of people in a wide range of circumstances Empathic and respectful of diversity Organisational skills, including delegation, project management IT skills:- Social Care Record, Word and email Good report-writing skills Must work well as a team member, and alone. 	<ul style="list-style-type: none"> BIA experience DFG experience Excel
Work-related Personal Requirements	<ul style="list-style-type: none"> Flexibility Ability to take responsibility and accept accountability at appropriate level Motivated and person-centred values 	
Other Work Requirements	<ul style="list-style-type: none"> Ability to travel as required Satisfactory enhanced DBS 	<ul style="list-style-type: none"> Valid driving licence Own car

Job Description – Intermediate Care Service

Department: People Directorate	Section: Intermediate Care Service
Post Number:	Location: Time Square
Job Title: Occupational Therapist	Grade/Salary Range: BG G

JOB PURPOSE

The Intermediate Care Service in Bracknell Forest is hosted by Bracknell Forest Council in partnership with local health services. The post holder will be part of a multidisciplinary team and will be integral to delivering the aims of the service as follows:

- Enable adults (aged 18+) to improve, maintain or manage changes in levels of independence, health and wellbeing, through a process of care, re-ablement or recuperation.
- Provide a multi-disciplinary decision making approach providing a person-centred service in collaboration with the person using the services, their formal and informal carers and support network.
- Achieve better outcomes for people to remain independent and in their own homes for as long as possible.
- Prevent hospital admissions and attendances through the provision of community sector based care pathways allowing patients to be seamlessly step up or step down levels of care and support.
- Support the early transition from hospital for rehabilitation in the community or an individual's own home.
- To reduce the high levels of dependency on long term care either at home or in a care home.
- Delivery services in partnership with health and social care, forming multidisciplinary integrated teams; including support staff, therapists, social workers, mental health, medical practitioners and nurses and the falls service.
- Deliver timely, cost effective, efficient services that meet an individual's needs.
- Support people at the end of their life.

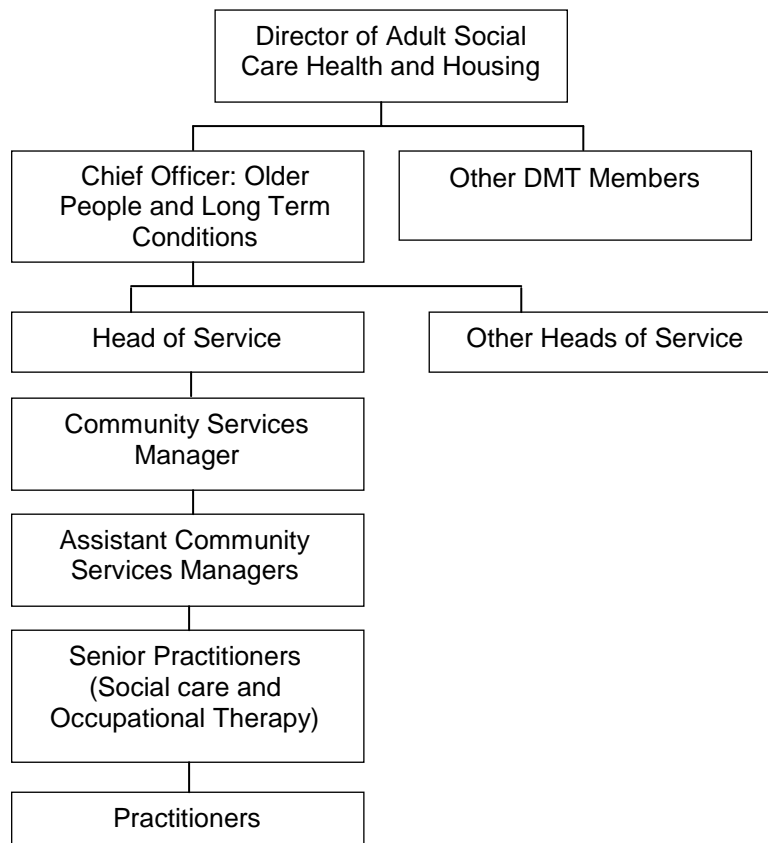
Practitioners within the Intermediate Care Service will be expected to participate in the rotas initially to cover services from 8.00am- 8.00pm, Monday to Friday. However, as the service develops, staff maybe required to adjust working patterns to meet the needs of the service as it increases to cover seven day working and extended hours.

The team works in collaboration with people and their family cares and colleagues in other health and social care services to ensure that needs are met.

The purpose of the Occupational Therapy role is to assess people and implement Intermediate Care, reablement/rehabilitation and support co-ordination in line with the philosophy of enabling people to reach and maintain their optimum level of health and wellbeing within their usual place of residence or other appropriate setting.

Working as part of the Team under the direction of an Assistant Community Services Manager, the occupational therapist will have responsibility for own caseload without direct supervision.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Assessment and Support Arrangements

- To participate in the “duty” arrangements for the team, prioritising incoming referrals.
- To work with people to coordinate the identification of their needs, and undertake comprehensive assessments of individuals including those with diverse or complex presentations.
- To act in the best interest of an individual who lacks mental capacity, using the principles defined in the Mental Capacity Act (2005) to maintain their safety until a time that capacity returns or alternative arrangements are made.
- Work with people, including advocates and carers, to develop person-centred SMART Goals and support plans designed to meet needs in ways that maximises independence, choice and control, and are legal and affordable.
- To be involved in the ongoing review process and participate in MDT review meetings.
- Work with family carers to identify their needs as carers and to develop appropriate support plans to meet those needs.
- Present support plans for approval In accordance with Scheme of Delegations.
- Provide support for the appropriate arrangement and implementation of those plans.
- Ensure that, throughout this work, all policies and procedures of the department are adhered to.
- Participate in safeguarding assessments and planning when required.

Specific additional requirements

- To undertake specialist therapy assessments, and give specialist advice, as requested by other practitioners.
- Contribute specialist knowledge to Goal setting and support planning where coordinated by others.
- To be professionally accountable for all aspects of your work including the management of individuals in your care.
- To participate in and contribute towards the training of students and other relevant staff.

Personal Development

- To participate in supervision and appraisal:-
 - Ensure that learning and development needs are identified and met
 - Ensure that managers are aware of progress for each individual being supported
 - Ensure that managers are aware of any issues that may need their attention.
- Participate in all mandatory training, and other training as identified through supervision and appraisal.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

The people supported by the department are vulnerable. Failure to carry out this role appropriately will place people at risk of harm, and the Council at reputational risk, and risk of litigation.

All employees have a responsibility for safeguarding and promoting independence and wellbeing.

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

About Adult Social Care, Health & Housing at Bracknell Forest

Bracknell Forest is at the forefront of developing and delivering innovative services to vulnerable members of the community. What drives our highly regarded work is an underlying belief that every person matters, that everyone deserves the highest possible levels of care and support and that people deserve the opportunity to make choices that suit their individual needs. Finally, we recognise that what most vulnerable people need is the chance to live their lives as fully as possible without unnecessary intervention, but instead have access to appropriate support, assistance and rehabilitation.

At Bracknell Forest we believe passionately in our people who provide such vital services to vulnerable members of our community. This is no idle boast we invest heavily in learning and development, we are committed to multi-disciplinary working to help our teams deliver more effectively and feel a greater sense of achievement and recognition for their efforts. We have strong partnerships in place with PCTs and hospitals; we encourage our people to contribute ideas in regular informal and formal settings and we get our team members involved in decision making processes bringing their experience and front-line knowledge to bear influencing those decisions.

In addition to Adult Social Care, the wider department is also responsible for housing and benefit services as well as the new public health functions that are to transfer to Local Councils. This is further evidence of our ability to see people in their individual situations and to recognise that enabling support is within the wider context of the way in which people live their lives.

Location

The section is located at Time Square, Market Street, Bracknell, RG12 1JD.

Work Style / Parking

Your work style is "Free", because your job requires you to work away from a desk on a regular basis. Roles which involve working in the field/attending meetings at workbase and other offices and/or working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.

For a 5:3 desk ratio this amounts to 40% away from the desk. The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

As a required car user you will be entitled to free onsite parking.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

If in receipt of a hard copy of this application pack, please see additional sheet. For those viewing online please visit <http://www.bracknell-forest.gov.uk/workingforthecouncil>.

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to one month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service Check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade G. The grade range is £28,221 - £32,233; the starting salary offered will depend on your experience.

For the Intermediate Care Service team you will be on a 3 week rota including weekends. When weekends are worked you will be paid time and a half.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £597 per annum

Car Allowance

You are designated as an Essential Car User. The current Essential Car User rate is as follows:

Lump sum per annum	£963
First 8,500 business miles	40.9 p per mile
After 8,500 business miles	14.4 p per mile

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

Working Hours

Your normal working week is 37 hours per week.

For the Intermediate Care Service team you will be on a 3 week rota including weekends. When weekends are worked you will be paid time and a half.

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is 23 days plus bank holidays.

Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More about applying

References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. If you are not currently working with vulnerable adults but have done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed working with vulnerable adults.

Employment references must be provided by your current or most recent line manager and **will not** be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure).

To find out more about the application process for working with adults at risk visit <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Authority routinely checks with the Social Services department in the area of the appointed applicant to check whether they are known. By submitting an application to this post you will be giving consent for this request to be sent.

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/applying-job/recruitment-process>

