



LONDON BOROUGH OF MERTON
COMMUNITY CARE AND HOUSING DEPARTMENT
JOB DESCRIPTION

POST TITLE: Assistant Team Manager

Grade: ME14

DIVISION/SECTION: Commissioning and Assessment

Location: Civic Centre

Responsible to: Team Manager of the Occupational therapy Team

Responsible for:

Occupational Therapist

Occupational Therapy Apprentice

Post number:

Date: March 2021

BUSINESS ENVIRONMENT

Merton Council's vision is to make Merton a great place to live, work and learn. Underpinning this vision are five strategic objectives, which will drive the work of the Council in the coming years: Education Merton – the achievement of standards of excellence in our schools and colleges and inclusive access to learning, the arts and sports. Safe, clean and green Merton – a safe and clean environment in our streets and opens spaces to improve the sustainability and provide a high quality of life for residents. Caring Merton – support for vulnerable children that equals the standards of the best and support for vulnerable adults that meets their needs while maximising their independence. Thriving Merton – regeneration of town centres and neighbourhoods to provide an attractive environment and in which to live, visit and work. Equalities Merton – full and equal access to learning, employment, services and cultural life and the celebration of diversity. Within this context, the Community and Housing Department aims to meet these strategic objectives by delivering services of a defined quality and which enjoy its customers' approval and confidence.

1. MAIN PURPOSE

1. To support the Team Manager with the responsibility of the day to day running of the Occupational Therapy Service.
2. To fully deputise in the absence of the Team Manager.
3. To carry out the duties of a qualified Senior Practitioner Occupational Therapist as detailed in the appropriate job description.
4. To support the Team Manager in maintaining a cost effective and efficient Occupational Therapy Service

2. MAIN DUTIES AND RESPONSIBILITIES

1. To undertake specific areas of responsibility as required by the Team Manager, including business as usual or developmental project work.
2. To undertake the range of Occupational Therapy activities necessary for the statutory provision of Occupational Therapy as outlined in the Care Act 2014 and associated guidance and any other relevant legislation. This is inclusive of screening, assessing, planning, monitoring, reviewing, completing risk assessments and undertaking caseload duties.
3. To provide supervision to more junior staff and undertake annual appraisals.
4. To be qualified as a Best Interest Assessor and contribute to the Council's legislative duties in relation to the Deprivation of Liberty Safeguards by carrying out Best Interest Assessments.
5. To keep people safe by working to the agenda of the Safeguarding Adults Board including carrying out enquiries, employing the principle of making safeguarding personal, and contributing to quality assurance in safeguarding.
6. To participate in the recruitment of new staff and provide professional support for more junior staff.
7. To assist in the induction of new staff and encourage and support junior staff to develop professionally utilising both corporate training and social work qualification/post qualification opportunities.
8. To make decisions on workload priorities and allocate accordingly within the team to ensure core assessment functions are carried out.
9. To ensure that reviews are undertaken and undertake reviews as appropriate.

10. To undertake emergency actions on allocated cases when the allocated Occupational Therapist/Assistant is absent.
11. To ensure all staff understand the different team roles and specific tasks and work within the remits.
12. To attend meetings, case conferences, court hearings etc as required by the post.
13. To maintain links with the local voluntary sector and national organisations and make recommendations to develop services for residents of Merton people.
14. To monitor the general provision of Occupational Therapy and make recommendations to the Team Manager//Service Manager to ensure that the service operates to optimum efficiency and effectiveness in accordance with the RCOT practice and professional standards.
15. To assist the Team Manager in developing, implementing and maintaining audit control measures in regards to national and local targets, complaints, business planning and maintaining client data on Merton's client record database.
16. To be aware of and adhere to the Council's Financial Regulations and assist the Team Manager in authorising packages of care as required on Care First.
15. To ensure that quality and value for money services are commissioned to meet identified needs and that services purchased comply with Corporate and Departmental standing orders and good practice guidelines.
16. To undertake such training activities as may be appropriate.
17. To maintain accurate records of all work undertaken.
18. To use computers and other items of technology in the normal performance of the duties of the post.
19. To assist in ensuring the authority's aims in relation to Customer Care Practices and customer awareness are achieved.
20. To ensure that Corporate and Departmental Health and Safety policies are implemented at all times and to raise any concerns regarding their operation, or any other health and Safety Matters with the Team Manager.
21. To be aware of the Council's Equal Opportunities Policy, to understand it and to adhere to the policy.

22. To carry out other such duties as may be required by or on behalf of the Director of Community and Housing Services, providing they are within the scope indicated by the above paragraphs and are commensurate with the grade of the post.



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PERSON SPECIFICATION

POST TITLE: Occupational Therapy Assistant Team Manager

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1. Knowledge

- A sound understanding of current and impending legislation and statutory guidance relating to social care provision in general. This is to include knowledge of the Care Act 2014, the Mental Capacity Act 2005. Statutory Guidance would include Care and Support Statutory Guidance, and Pan London Safeguarding Procedures.
- To be qualified as a Best Interest Assessor or be willing to undertake the professional training to become a Best Interest Assessor and contribute to the Council's legislative duties in relation to the Deprivation of Liberty Safeguards by carrying out Best Interest Assessments.
A good practical understanding of the social model of disability
- A Working knowledge and understanding of the roles of and services provided by a Local Authority Social Services Department and other statutory and voluntary agencies.
- Knowledge and understanding of the psychological, physical, social and emotional needs of people and children with disabilities.
- A working understanding of the Council's Equal Opportunities policy and the ability to deliver services within this framework.
- A working understanding of the Council's policies in relation to Quality, Health and Safety and customer care.

2. Skills

2.0 To provide highly specialist Occupational Therapy interventions for Clients with a range of complex conditions and to be a resource to advise, train and teach specialist skills to colleagues within the wider therapy team both Health and Social Care.

2.1 Ability to delegate tasks and manage and support staff so that service objectives are achieved.

2.2 Ability to work independently and as part of a team.

2.3 Ability to work under pressure, prioritise work loads and work to deadlines

2.4 Ability to work with managers and staff both within the department and across organizational / professional boundaries to ensure good practice with a diverse professional network.

2.5 To communicate effectively with Clients, relatives, carers, equipment services, social and healthcare professionals to ensure an integrated, holistic approach to Client care.

2.6 Ability to encourage and support staff in their professional development using all available resources I.E. Supervision & appraisal frameworks, corporate training programs etc

2.7 A working understanding of cost effectiveness and resource allocation within tight budget constraints.

2.8 Ability & willingness to assist the Team Manager with the management of the team budget

2.9 A commitment to equal opportunities, equality of service delivery and an understanding of the effects of discrimination and inequity

2.10 The ability to work within and be involved in the development of Departmental policies and procedures

2.11 The ability to use Information Technology and produce statistics/performance indicators as required

2.12 To comply with the College of OT and Health Professions Council's standards and codes of practice

2.13 To be actively involved in staff recruitment and selection as directed by the Occupational Therapy Team Manager and ensure that through the effective development and training of staff, there are continuous improvements in the service provided by the team.

2.14 To be actively involved in supporting the OT Apprentice program

2.15

Experience/Training

- 3.1 Professional Occupational Therapy Qualification and current registration with the Health and Care Professional Council is essential. Must show relevant, demonstrable, experience and working knowledge of current and future legislation and key practice issues in health and social care.
- 3.2 Willingness to undergo training in supervision skills and any other relevant training.
- 3.3 Willingness to complete Appraisal training for managers
- 3.4 Have excellent communication skills both verbal and written