

## **Job Description**

**DIRECTORATE:** Wellbeing BCBC and Bridgend Locality of CTM JHB

**DEPARTMENT:** Adult Social Care/ CTM UHB Bridgend Locality

**POST:** Integrated Specialist Assessment Manager

**GRADE OF POST:** GR15

**RESPONSIBLE TO:** Integrated Community Services Manager - CRT

**PROFESSIONALLY**

**ACCOUNTABLE TO:** Head of Occupational Therapy Services - CTM UHB

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### **JOB PURPOSE:**

To provide effective leadership and management to the Specialist Assessment Teams, including the multi disciplinary Short-Term Assessment and Re-enabling (STAR) Team and Sensory Team in the CRT. The post holder will contribute to the professional leadership of Occupational therapy in the Cluster Networks and the management of community equipment services across Bridgend community services. To take responsibility for the strategic development of the Specialist Assessment Teams, ensuring the highest standards of service are provided, for the effective provision of assessments, rehabilitation, equipment and social care services to people.

To manage and lead the Specialist Assessment Teams and Equipment Services for Bridgend community services ensuring that they are effective and responsive and that services are in line with the prudent care agenda, delivering benefits on cost effectiveness. This post will support and have some delegated deputising responsibilities for the Integrated Community Services Manager CRT, and some responsibility for providing cover arrangements for other managers in the CRT.

To contribute to the strategic development of these services and an integrated approach to Occupational Therapy within the community, working with the Integrated Community Services Managers to continuously develop to meet changing policy and local needs.

The Specialist Assessment Teams will deliver proportionate, early and rehabilitative interventions within the Sensory and STAR services to ensure enhanced outcomes for individuals. Whilst the community occupational therapy service within the community networks will work in partnership to adapt disabled People's environments in order that they can remain in their own homes and carry out their chosen activities safely; reducing the need for

complex and costly care packages or admission to residential care. These interventions will promote wellbeing and independence, prevent deterioration and avoid unnecessary admissions to hospital or to long-term care.

The Integrated Specialist Assessment Manager will promote and maintain independence, provide choice and control to citizens, enabling them to live confidently at home, and will focus on older people, the issues of frailty, and physically disabled people.

The professional appointed to the post will be an Occupational Therapist registered with the Health and Care Professions Council and will have operational, and delivery responsibilities for Specialist Assessment Teams as well as the provision of community equipment services.

The STAR services include the following: Telecare, Short Term assessment and reablement, inclusive of the Reablement unit, ICES, and will also contribute to the professional leadership of the Community Occupational Therapy in the Community Networks. The post holder will be responsible for the assessment and demonstration facility at Trem y mor

The post holder will be responsible and accountable for indicative budgets associated with and performance, of the Specialist Assessment Teams.

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#### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To lead, manage and strategically develop the Specialist Assessment Teams and equipment services in Bridgend, ensuring optimal service standards in the effective provision of assessments, rehabilitation, equipment and social care service to people.
- Be responsible for ensuring compliance with the standards, and regulations for professional practice and governance in the provision and delivery of specialist assessment services.
- To be responsible for the effective operational delivery, performance, development, and continual improvement of the Sensory and Community Occupational Therapy and equipment services, based on best evidence and practice and in line with, the Social Services and Wellbeing Act, the Social Services and Wellbeing Directorate's Business Plan and MTFS.
- To be responsible for the agreement and effective use of resources and budgets as delegated by the ICS manager in line with the Council's Medium Term Financial Strategy and appropriate support, allocating resources as situations require.
- To contribute to the continuing development of the STAR services and cluster network services including 7 day service delivery as appropriate

- Provide professional Occupational Therapy advice to the Community Resource Team and Integrated Community Network Managers and their Teams, The Integrated Community Services Managers, the Head Of Adult Social Care and the Head of Nursing and Community services as required.
- Provide clear objectives to professional staff, coordinators and support staff within the STAR and community networks occupational therapy services ensuring individual development plans are progressed.
- Utilise and analyse performance information on integrated care, to inform the ICS manager of service options and to address risks to independence and care needs.
- The post holder will be expected to adopt a flexible approach to the duties of the post; taking into account the changing needs and development of the Community Resource Team, the Cluster Networks and changes in Community Health & Social Care service provision in Bridgend.

#### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

#### **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

#### **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Integrated Specialist Assessment Manager

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Bsc Hons Occupational Therapy or equivalent.</li> <li>Valid registration as an Occupational Therapist registered with the Health and Care Professions Council.</li> <li>Evidence of CPD/ Post qualifying training.</li> <li>Management qualification</li> <li>Coaching Qualification</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an integrated service.</li> <li>Have up to date knowledge of practice development in the service area of adults with Sensory needs.</li> <li>Substantial post qualification experience of complex Occupational Therapy assessment and intervention with frail people and people with disabilities.</li> <li>Have an advanced level of knowledge of anti-discriminatory practice, theories of empowerment and their application, and the ability to critically appraise these.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

	<ul style="list-style-type: none"> <li>• Experience of coaching, supervising and/ or managing staff.</li> <li>• Knowledge of current policy, statutory guidance and the Law in the delivery of Occupational Therapy services and as it is applied and affects frail people and people with a disability.</li> <li>• Experience and understanding of the management of resources.</li> <li>• Knowledge and understanding of performance management.</li> <li>• Understanding and commitment to the principles of citizen directed support.</li> <li>• Understanding of duty of equity for public bodies.</li> <li>• Experience of service development and/ or project management.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to lead staff to deliver service/ organisational objectives in a busy, changing environment.</li> <li>• Ability to prioritise and take responsibility for workload management and performance in a busy environment.</li> <li>• Ability to form constructive working relationships with colleagues</li> <li>• Ability to motivate, coach and develop all team members.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

<b>Skills &amp; Personal Qualities (ctd.)</b>	<ul style="list-style-type: none"> <li>• Commitment to effective multi-disciplinary, integrated approaches to working.</li> <li>• Committed to the working to the principles of the social model of disability.</li> <li>• Ability to make sound professional judgements including high risk issues about service users, their families and carers.</li> <li>• Ability to manage conflict in a positive way.</li> <li>• Ability to act corporately representing the directorate and locality at a variety of internal and external meetings.</li> <li>• A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into strategy and service delivery.</li> <li>• Ability to communicate clearly and effectively</li> <li>• High level of competence in IT skills.</li> <li>• Ability to demonstrate good organisational skills</li> <li>• Ability to think clearly</li> <li>• Ability to work flexibly and proactively</li> <li>• Driving license with access to vehicle.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>
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<b>Skills &amp; Personal Qualities (ctd).</b>	<ul style="list-style-type: none"><li>• The ability to communicate through the medium of</li></ul>		Interview, application form, and selection process
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