

## **SEFTON COUNCIL – PEOPLE DIRECTORATE**

### **JOB DESCRIPTION**

**Post:** Community Care Practitioner  
**Post Number:** **Gauge Reference:**  
**Team:** Occupational Therapy and Sensory Service  
**Location:** Merton House, Bootle  
**Grade:** G (SCP 27-31)

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**Responsible to:** Team Manager

**Responsible for:**

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### **JOB PURPOSE**

To work within the Occupational Therapy & Sensory Service in a professional and flexible manner providing an assessment and care management service to meet the needs of Sefton residents.

Working as part of a team under the direction of the Lead Practitioners your principal responsibility will be to complete a person centred assessment of the service user's needs both within the home or clinic environment, identify the most appropriate service to meet the clients assessed needs, carrying out follow up visits to demonstrate equipment provision and check the service user is able to use this in a safe manner, and to complete reviews to an agreed professional standard.

As part of the OT and Sensory Service there is a commitment to maintain the safety and well being of clients and employees are required to use their aptitudes and skills, and be responsible and accountable and contribute fully, to provide an all-round service to clients.

The post-holder will be required to undertake work in an efficient, economic and effective manner, both in teams and as individuals to provide a continuously improving service to customers.

### **MAIN DUTIES**

1. To undertake a holistic assessment of need of service users referred to the Occupational Therapy and Sensory Service with the full involvement of service users, their carers and representatives.
2. To identify the most appropriate service provision within agreed resources, providing choice whenever possible to promote safety and independence within the home environment.
3. To determine the method of intervention and level of assessment required, including assessment of risk factors.

4. To provide advice and recommendations to service users, carers and representatives regarding the management of their disability and daily living activities and the restoration of these functions.
5. To liaise, signpost and refer onto appropriate internal and external departments and organisations to ensure that the best possible service and advice is given to service users.
6. To advise customers on aids & adaptations that will enable them to live safe and independent lives. To be able to demonstrate the safe use of equipment and to identify if the equipment meets the service users assessed needs and offer an alternative provision if required.
7. To carry out home and telephone reviews, completing customer satisfaction questionnaires to ensure the best possible service is offered at all times.
8. To work autonomously and manage an allocated workload according to directorate policies and procedures relating to conduct, standards and customer service standards.
9. Input information gathered onto the department's data base, correctly completing all documentation and utilising all necessary tools and equipment as effectively as possible with regards to minimising waste.
10. Undertake individual or corporate training and development in association with the role and duties.
11. Maintain appropriate records of work undertaken compliant with agreed policies and procedures.
12. To ensure that client data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Directorate facing court proceedings.
13. To undertake any other duties as directed from time-to-time to meet the exigencies of the service.

## **ORGANISATION CHART**



\* This post

### **SPECIAL CONDITIONS (if applicable)**

The nature of the work may require the post holder to undertake commitments outside normal working hours.

### **OTHER**

There is an expectation placed on all newly recruited employees to achieve the appropriate level of NVQ at the first possible opportunity.

### **GENERAL**

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Date:** 31<sup>st</sup> August 2012  
**Name:** Joanne Whittle  
**Designation:** Occupational Therapy and Sensory Team Manager

Reviewed 31/03/2023

*V Ahmed* - Principal OT