

GREENWICH COUNCIL

JOB DESCRIPTION

DIRECTORATE:	HOUSING SERVICES
SECTION:	DISABILITY AND HOME IMPROVEMENT TEAM
GRADE:	P04
DESIGNATION:	Housing Occupational Therapist
REPORTING TO:	Housing Occupational Therapy Manager

Purpose of job

To maximise the availability of accessible housing in the Royal Borough to households with a need for this, by;

- Improving housing supply and quality for people with disabilities.
- Identifying households most in need of accessible housing.
- Matching applicants to suitable properties as they become available
- Providing professional OT support when required within the within the Disability and Home Improvement Service, and for other services when necessary

To provide a practical, professional and customer-centred approach to matters referred to the team for action.

Main Duties

1. To undertake occupational therapy assessments of service users with a range of health and disability needs, guided by the Social Model of Disability. To identify difficulties faced by people with health and disability problems to establish housing need as part of an integrated approach to service delivery. to promote independence, safety, wellbeing and choice, and to make recommendations for environmental changes to improve independence and safety.
2. To make good and proper use of the Council IT systems, entering and retrieving information accurately and appropriately. To maintain current accurate files and records of all casework and other projects using computerised ordering, recording and project management systems. To ensure appropriate recording, including clinical reasoning and decision-making rationale in line with Council procedures as required, ensuring confidentiality in relation to service users' information, in line with GDPR requirements. To provide clear written and verbal reports when required.
3. To effectively manage an allocated caseload and other arising work that is the responsibility of the Housing OT Team.

4. To ensure that effective cover arrangements are maintained for the post holder's workload in their absence and to provide cover within any area of the team, commensurate with the post holder's level of responsibility. To provide advice and support to all team members if requested.
5. To proactively form and maintain effective working relationships with immediate colleagues, associated departments and external individuals/organisations; arranging and attending regular meetings, maintaining a high standard of communication and appropriate records, and responding to enquiries promptly.
6. To work effectively with surveyors and other colleagues/agencies to problems solve, use initiative and take ownership of the process of meeting housing need. To participate in specific projects to improve environment and access to facilities, contributing specialist knowledge.
7. To ensure that best value is obtained in terms of products and services utilised by the team by researching and evaluating available options.
8. To contribute to the development and implementation of policies and procedures relating to the re-housing of people with physical disabilities. To participate in the development of projects and initiatives as requested by the Housing Occupational Therapy Manager closely working with other directorates, teams and outside agencies.
9. To develop and maintain the Housing Occupational Therapy Team as a centre of excellence for matters relating to the post holder's responsibility. To promote the work of the team to other professionals by sharing good practice, providing training and organising promotional activities.
10. To maintain continuing professional development; keeping up-to-date with developments in construction, products, services, legislation, regulations and other matters relevant to the post holder's area of responsibility, in line with professional registration requirements.
11. To contribute to the recruitment, induction, training and development of colleagues. To fulfil a professional supervisory role for a Housing Occupational Therapy Assistant when agreed with the Housing OT Manager. To fulfil a practice educator role with occupational therapy students on placement when agreed with the Housing OT Manager.
12. To deputise for the Housing Occupational Therapy Manager as required. To undertake any other duties and activities commensurate with the level and general nature of the duties of the post, including reporting any identified matters requiring action by other Council officers.
13. To carry out all duties with due regard to the provisions of Council policies and procedures.

14. To ensure excellent and customer-focused service in line with the Council's relevant standards.
15. To undertake employee investigations and appeals in line with RBG's policies and procedures.
16. This post requires an enhanced DBS check including an adults and children's barred list check

Housing OT-specific Duties

Improving housing supply and quality

- Close working with Planning, Architects and Builders throughout planning, design, development, construction and completion process to ensure National Standards for access standards are met.
- Identifying void properties with potential to provide a good level of accessibility if adapted, and/or meet a specific disability need. Following projects to completion through working with surveyors, the Voids Team, suppliers and contractors to see the appropriate works carried out.
- Reducing housing need by working with DHIT surveyors and technical officers who are adapting existing homes where OT advice or reassessment is needed and SCOTSS are unable to provide a service.

Identifying households in need of accessible housing

- Liaising with Allocations and the Council's Medical Officer about the housing needs of applicants with disabilities
- Liaising with health professionals and other agencies who raise concerns of rehousing needs for their service users in the community
- Assessing housing need when information is not available from other professionals involved

Matching people to suitable properties

- Using OT understanding of health, impairment, disability, and environment to identify suitable applicants for each property available
- Arranging and attending property viewings to identify the accessibility of a property and the potential for adaptation
- Proactively seeking housing solutions for specific disability needs

DHIT OT-specific Duties

- To support DHIT Surveyor, Technical Officer and Home Improvement colleagues by providing professional OT advice and support to enable them to progress and deliver Social Care recommended adaptations that meet client need, or identified urgent repairs/replacement of lifts, stairlifts and hoists

SIGNATURES

Originator.....

Post holder.....

Date.....