**Manchester Local Care Organisation**

**Occupational Therapist Level 1, Grade 7**

**Manchester Equipment and Adaptations Partnership**

**Reports to: Team Manager Assessment**

**Job Family: People Care and Support Direct**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by the partner (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.  By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key Role Descriptors:**

The role holder will work to provide direct support for service users and their families in accordance with statutory responsibilities and local and national policies and procedures in order to secure positive outcomes for the customer.

The role holder will work with City Council colleagues, partner agencies and stakeholders to effectively manage and plan for present and future risk situations of service users.

The role holder will assess and plan person-centred packages to meet the individual needs of service users to promote their independence.

The role holder will supervise and develop students and trainees and actively contribute to the development of other staff.

**Key Role Accountabilities:**

Develop and manage a relationship to support service users and their families in line with statutory obligations through complex decision making to allow service users to access improved future opportunities.

In conjunction with partner agencies and stakeholders, effectively assess and plan service users’ individual needs to ensure positive outcomes for Manchester residents.

Develop positive and effective solutions in all aspects of service delivery and engagement, focusing on the quality of outcomes for service users.

Collaborate with internal and external colleagues and stakeholders to actively contribute to the development and delivery of the service within Manchester City Council and partner organisations.

Engage with stakeholders in the private and public sectors and across local communities to encourage a collaborative and transparent approach that promotes service users needs across a range of existing and new initiatives.

Efficiently maintain accurate and appropriate records in accordance with statutory targets and City Council, local and national policy and procedures to evidence achievement of service targets and improvements in delivery.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role portfolio:**

Manchester Equipment and Adaptations Partnership (MEAP) is a city wide service, providing a co-ordinated, comprehensive and streamlined service to disabled and older people, including children and adults, to maximise independence, choice, safety and quality of life. The key functions of the service include complex assessment for the provision of equipment and major adaptations, Moving and Handling assessments to enable disabled people to live as independently as possible within their own homes, in the community, and to enable carers to look after them, and provision of equipment, minor and major adaptations.

As a preventative service, MEAP aim to reduce reliance on care services, slow down admissions to nursing and residential accommodation and reduce falls requiring hospital admissions.

The Service will work closely with other services and key stakeholders to ensure the maximum integration of the services’ portfolio of responsibilities into a cohesive, efficient and cost effective service.

The Service works in collaboration with Health and other key stakeholders to develop effective partnerships, linkages and greater coordinated working with other services, key agencies and organisations to ensure that teams contribute to the development and delivery of the city’s priorities.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other

**General Skills**

* **Communication Skills:** Ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Planning and Organising Skills:** Demonstrate excellent judgement skills under competing priorities and pressure.
* **IT Skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.
* **Problem Solving and Decision Making Skills:** Strong decision making skills with the ability to resolve complex issues in a pressurised environment.

**Technical Requirements (Role Specific)**

* Hold Degree/Diploma in Occupational Therapy
* Registered with the Health Care Professionals Council (HCPC)
* Willingness to consent to and apply for an enhanced Disclosure and Barring Service (DBS) Check
* Current driving licence and access to a vehicle
* Hold or willing to work towards achieving accredited Manual Handing and Advice Training