

Disgrifiad Swydd

Teitl y Swydd	Uwch Ymarferydd Therapydd Galwedigaethol x2
Gwasanaeth	Porth Gofal
Graddfa	Graddfa 11
Pwynt/iau Cyflog	32-34
Cyflog	£40,221 - £42,403 y flwyddyn
Pwrpas y Swydd	<p>Goruchwyllo'r broses o gyflenwi gwasanaeth therapi galwedigaethol o safon a gweithio o fewn deddfwriaeth gyfredol a chanllawiau statudol, yn ogystal ag o fewn polisiau, gweithdrefnau ac arferion y Cyngor.</p> <p>Dynodir deiliad y swydd yn Uwch Ymarferydd Therapydd Galwedigaethol medrus iawn sy'n meddu ar wybodaeth arbenigol a phrofiad o weithio ym maes therapi galwedigaethol cymunedol, ac sy'n rhan annatod o'r gwasanaeth therapi galwedigaethol ehangach wrth ei waith.</p> <p>Fel Uwch Ymarferydd ar gyfer Therapi Galwedigaethol, bydd y deiliad swydd hwn yn rhoi arweinyddiaeth ac arbenigedd Therapi Galwedigaethol mewn lleoliad amlddisgyblaethol a bydd ganddo rôl allweddol wrth lunio a gweithredu Gwasanaeth Therapi Galwedigaethol Asesu a Brysbennu Porth Gofal.</p>
Lleoliad	Hybrid – Cartref/Swyddfa Canolfan Rheidol/Penmorfa
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm Therapydd Galwedigaethol
Cyfrifoldebau Goruchwyllo / Rheoli	Cyfrifoldeb am oruchwyllo a rheoli staff therapi galwedigaethol o fewn y tîm.
Atebolrwydd	Atebolrwydd proffesiynol – Arweinwyr Gwasanaeth Therapi Galwedigaethol Integredig
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.

DYLETSWYDDAU

Goruchwylio a Chyfeirio'r Tîm

- Goruchwylio cyflenwi gweithrediadau dydd i ddydd effeithiol ac effeithlon drwy'r tîm a darparu rôl ofalu fugeiliol yn ystod cyfnodau o absenoldeb.
- Goruchwylio a bod yn rheolwr llinell ar Therapyddion Galwedigaethol, Cynorthwyr Therapi Galwedigaethol a Gweithwyr Cymorth y tîm.
- Ymgymryd â phroses gynefino leol ar gyfer staff therapi galwedigaethol newydd, myfyrwyr therapi galwedigaethol a phobl berthnasol eraill.
- Dangos arweinyddiaeth effeithiol i greu'r amgylchedd lle bo aelodau'r tîm yn trin y rhai sy'n cael mynediad i'n gwasanaeth, ac eraill, ag urddas a pharch, a bod cyfathrebu effeithiol, cydweithio a gweithio mewn partneriaeth yn sail i lefelau uchel o ymddiriedaeth ac ymrymuso.
- Goruchwylio a rheoli'r dyraniad o achosion i weithwyr priodol i'w hasesu ar gyfer therapi galwedigaethol ac ymyrraeth, goruchwylio'r lefel briodol o weithredu/ymyrraeth amserol ar gyfer pob atgyfeiriad unigol a gwneud yn siŵr bod amserlenni yn cael eu bodloni.
- Monitro a rhoi sicrwydd ansawdd i asesiadau therapi galwedigaethol a chynlluniau ymyrraeth i wneud yn siŵr eu bod yn bodloni anghenion yr unigolion o fewn y gwasanaeth.
- Rheoli lefel gytunedig o achosion cymhleth.
- Rhoi cymorth a chyngor i aelodau'r tîm gan gynnwys asesu llwyth achosion a llwyth gwaith i wneud yn siŵr y cedwir at y fframwaith deddfwriaethol, y blaenoriaethir gwaith ac y dyrennir a chymeradwyr/awdurdodir cau yr ymwneud gan therapi galwedigaethol.
- Ymwneud â chymhwyso fframwaith rheoli perfformiad y Cyngor a fydd yn cynnwys goruchwylio a gwerthuso ffurfiol ar staff er mwyn gwneud yn siŵr y cydymffurfir â nodau ac amcanion y Cyngor, a'i bolisiau a'i weithdrefnau mewnol.
- Rhoi cefnogaeth effeithiol i eraill ar adegau o newid a gweithio gydag eraill i oresgyn problemau a thensiynau wrth iddynt godi.
- Ymgymryd â rôl addysgwr ymarfer ar gyfer myfyrwyr Therapi Galwedigaethol a chefnogi therapyddion galwedigaethol yn y tîm i ymgymryd ag addysg ymarfer.

Cyflawni Gweithredol

- Trafod gydag unigolion, teuluoedd/gofalwyr a chydweithwyr i wneud yn siŵr bod yna nodau a blaenoriaethau cyffredin a arweinir gan y person o ran ymyrraeth therapi galwedigaethol sy'n seiliedig ar gael cydbwysedd o ran hunanofal, cynhyrchiant a hamdden ac y bydd yn grymuso unigolion a gofalwyr i wneud penderfyniadau deallus ynghylch datblygiad a chynnydd y cynllun ymyrraeth therapi galwedigaethol.
- Ymgymryd ag asesiadau risg trin a symud a datblygu cynlluniau trin mewn perthynas â gofal cleifion; cynnwys y defnydd o ddulliau trin a symud addasedig i wella gallu'r unigolyn i fod yn gynyddol annibynnol
- Llunio a chyflwyno adroddiadau cywir ar y gwasanaeth ac adroddiadau sy'n seiliedig ar gleientiaid.
- Rheoli a blaenoriaethu eich llwyth gwaith eich hun yn effeithiol.
- Bod yn rhagweithiol wrth gefnogi'r pwynt mynediad sengl ar gyfer atgyfeiriadau therapi galwedigaethol a rhoi systemau ar waith a fydd yn sicrhau ffrydio atgyfeiriadau a dyrannu achosion yn effeithiol ac mewn modd dibynadwy.
- Cwrdd â'r Rheolwr Tîm/Arweinwyr y Gwasanaeth Integredig yn rheolaidd i drafod materion yn ymwneud â chynllunio a gweithredu ac ymwneud â rheoli adnoddau a datblygu gwasanaethau a phrosiectau newydd a'r rhai sy'n bodoli eisoes gan gymryd cyfrifoldeb dros rai agweddau o ddatblygiadau o'r fath.
- Gwneud yn siŵr bod anghenion y rhai sy'n cael mynediad i'n gwasanaethau yn cael eu deall yn llawn ac y darperir ar eu cyfer wrth gyflenwi, hyrwyddo a gwella gwasanaethau.

- Bod yn gyfrifol am gynllunio, cyflenwi a gwerthuso Therapi Galwedigaethol mewn maes ymarfer arbenigol; arwain drwy esiampl ac arddangos arfer da.
- Gwneud ymholiadau mewn ymateb i broses gwyno'r gwasanaeth.
- Mynd i fforymau rhanbarthol, proffesiynol a rheoli perthnasol yn ôl y gofyn.
- Ymgymryd ag asesiadau risg, eu monitro a'u hadolygu ac ymateb yn briodol i unrhyw risgiau a ddynodir.

Safonau Ymarfer ac Ansawdd

- Cydymffurfio â deddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol sy'n gysylltiedig â materion proffesiynol a gweinyddol, a llywodraethu gwybodaeth.
- Cydymffurfio â safonau Cyngor y Proffesiynau Iechyd a Gofal (HCPC) gan gynnwys cofrestru'n barhaol gyda'r HCPC.
- Cydymffurfio â safonau proffesiynol Coleg Brenhinol Therapyddion Galwedigaethol (RCOT) ar gyfer ymarfer therapi galwedigaethol, ymddygiad a moeseg.
- Gwneud yn siŵr bod tasgau'n cael eu dirprwyo'n briodol i eraill gan orfodi'r canllawiau dirprwyo proffesiynol a chenedlaethol.
- Gwneud yn siŵr bod y tîm therapi galwedigaethol yn cymhwyso methodoleg y fframwaith ymarfer Arwyddion Diogelwch yn gyson.
- Ymgymryd â dadansoddi beirniadol, gwerthuso a synthesis canlyniadau ymchwil presennol a/neu lenyddiaeth berthnasol er mwyn cynnal lefelau gwybodaeth ac ymarfer arbenigol.
- Bod yn weithredol yn hyrwyddo cydraddoldeb cyfle wrth gyflenwi gwasanaethau ac arferion cyflogaeth fel bod y Cyngor yn bodloni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal.
- Bod yn weithredol wrth hyrwyddo diwylliant o gyfathrebu mewnol ac allanol fel bod y gwasanaethau a ddatblygir gennym yn cael eu cyflenwi mewn cydweithrediad â dinasyddion, rhanddeiliaid a staff.
- Cyflenwi datrysiadau cydweithredol a chreadigol sy'n cyflawni'r safonau perfformiad uchaf posibl ym model Gydol Oed a Lles Ceredigion.
- Bod yn rhagweithiol wrth roi cyngor a chymorth proffesiynol yn fewnol ac allanol fel y bo'n briodol a dynodi opsiynau ar gyfer gweithredu.
- Sicrhau safonau perfformiad uchel gan bob aelod staff yn y tîm a'r gwasanaeth, cydnabod perfformiad da a mynd i'r afael â pherfformiad gwan yn effeithiol ac mewn modd cadarnhaol.
- Hyrwyddo llinellau cyfathrebu cadarnhaol o fewn y tîm a chydag asiantaethau eraill yng nghydestun gwasanaeth cyfrinachol.
- Hyrwyddo ethos o ansawdd ym mhob agwedd ar weithrediadau'r tîm, yn unol â deddfwriaeth a fframwaith Sicrwydd Ansawdd y Cyngor.
- Ymgymryd â systemau gwerthuso a hyfforddiant/goruchwylio, a chyfranogi ynddynt, yn ôl gofynion y Gwasanaeth.

Cyfrifoldebau Cyffredinol

- Adolygu a myfyrio ar eich arferion a'ch perfformiad drwy ddefnydd effeithiol o oruchwyliaeth a gwerthusiad proffesiynol.
- Cydymffurfio â hyfforddiant gorfodol/statudol.
- Rheoli amser ac adnoddau i'r eithaf.
- Cefnogi'r Rheolwr Tîm/Arweinwyr y Gwasanaethau Integredig wrth ddadansoddi'r tueddiadau o ran capasiti'r galw a dyrannu adnoddau yn briodol.
- Bod yn rhagweithiol wrth hyrwyddo'r Gymraeg ac iaith a ffeirir defnyddwyr y gwasanaeth yn unol â Safonau'r Gymraeg a fframwaith Mwy na Geiriau ...
- Dangos Datblygiad Proffesiynol Parhaus gan gynnwys bodloni gofynion HCPC ar gyfer cofrestru'n barhaol yn Therapydd Galwedigaethol.

- Darparu cymorth mentora a chydweithio ar gyfer achosion cymhleth lle bo angen.
- Cydweithio a datblygu perthynas waith dda gyda chydweithwyr sy'n Arweinwyr Clinigol Therapyddion Galwedigaethol ac Uwch Ymarferwyr/Rheolwr Tîm ar draws y Model Integredig Gydol Oed a Lles; hyrwyddo a chynnal pontio llyfn rhwng timau i'r defnyddwyr gwasanaeth.
- Gweithredu fel adnodd a chymorth i bobl broffesiynol eraill ar draws y gwasanaethau ac o fewn asiantaethau eraill; darparu gwybodaeth arbenigol a sgiliau gan gynnwys cyfrannu at addysg ac ymchwil.
- Ymgymryd â gweithgareddau hyrwyddo h.y. cyflwyniadau mewn cynadleddau a chyrsiau, gan gynnwys addysgu pobl broffesiynol eraill mewn perthynas â therapi galwedigaethol yn y maes ymarfer.
- Cynnal dull hyblyg i'r patrwm gwaith sy'n adlewyrchu anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned.

Ymdrech ac Amgylchedd

- Gweithio ar eich pen eich hun yn y gymuned yn rheolaidd, gyrru i ymweld â phobl yn eu cartrefi, agored i bob math o dywydd.
- Agored i amgylchedd annifyr ar ymweliadau â chartrefi o bryd i'w gilydd e.e. baw, llwch, chwain, carthion, bwyd pwdr.
- Agored i hylif corfforol ac arogleuon annymunol yn achlysurol wrth ymgymryd â gweithgareddau gofal personol neu pan fo unigolyn yn sâl - wrin, ysgarthion, clwyfau, gwaed.
- Cario a gosod cyfarpar yn achlysurol, a thrin gwrthrychau bach a mawr.
- Gweithio mewn mannau bach yn achlysurol e.e. mewn ystafelloedd ymolchi a thoiledau domestig, plygu, ymestyn a phenlinio i osod cyfarpar.
- Gwthio unigolion mewn cadeiriau olwyn a/neu ddefnyddio hoist.
- Defnyddio cyfarpar trin a symud ar gyfer asesiadau a chynllunio gofal.
- Defnydd o sgriniau arddangos gweledol (VDUs) yn ddyddiol.
- Ymdrin yn rheolaidd â chleifion a gofalwyr mewn sefyllfaoedd anodd, sy'n profi trallod ac yn achlysurol â rhai sy'n ymddwyn mewn modd heriol.
- Agored i ymddygiad ymosodol posibl, er yn anfynych, heb fawr o gymorth neu heb gymorth uniongyrchol.
- Bydd cyngor a chymorth ar gael fel rheol, ond yn aml o "hyd braich"/dros y ffôn.
- Goruchwyliaeth ar gael ar gyfer monitro a gwirio gwaith.
- Cynhyrchu ffigurau gan wneud cyfrifiad syml.

Disgwylir i ddeiliad y swydd fabwysiadu agwedd hyblyg at ddyletswyddau'r swydd. Gall y rhain amrywio o bryd i'w gilydd yn dilyn trafodaeth gyda deiliad y swydd ac yn unol â gofynion y Gwasanaeth o ran y swydd, ac yn gymesur â graddfa'r swydd.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd / Diploma mewn Therapi Galwedigaethol Cofrestriad proffesiynol fel y cydnabyddir gan y Cyngor Proffesiynau Iechyd a Gofal	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad
Sgiliau Ymarferol / Personol	<p>Gwybodaeth Ymarferol a Sgiliau</p> <ul style="list-style-type: none"> • Gwybodaeth a dealltwriaeth o ddeddfwriaeth a Rheoliadau allweddol e.e. Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, Deddf Galluedd Meddyliol 2005, Amddifadu o Ryddid/Trefniadau Diogelu wrth Amddifadu o Ryddid, Gweithdrefnau Diogelu Cymru. • Gwybodaeth arbenigol am ddeddfwriaeth sy'n ymwneud â darparu cyfarpar ac addasiadau yn y gymuned e.e. Deddf Grantiau Tai, Adeiladu ac Adfywio 1996. • Gwybodaeth drylwyr a dealltwriaeth o ddeddfwriaeth berthnasol o ran gweithio gydag unigolion a'u gofalwyr. • Gwybodaeth a dealltwriaeth o strwythurau cymdeithasol, gwasanaethau a dulliau neu systemau cyffredinol ffurfiol ac anffurfiol o ran gwaith cymdeithasol yn y gymuned neu'r gymdeithas sy'n effeithio ar unigolion. • Yn medru gweithio gyda defnyddwyr y gwasanaeth, gofalwyr a chydweithwyr i wneud yn siŵr bod yna nodau cyffredin a arweinir gan y person a blaenoriaethau o ran ymyrraeth therapi galwedigaethol sy'n seiliedig ar gael cydbwysedd o ran hunanofal, cynhyrchiant a hamdden ac y bydd yn grymuso unigolion a gofalwyr i wneud penderfyniadau deallus ynghylch datblygiad a chynnydd y cynllun ymyrraeth therapi galwedigaethol. • Yn medru ymgymryd ag asesiadau risg o ran trin a symud, a datblygu cynlluniau trin mewn perthynas â gofal cleifion; cynnwys y defnydd o ddulliau trin a symud mabwysiedig i wella capasiti unigolyn i ddod yn gynyddol annibynnol. • Rheoli staff i gynhyrchu'r perfformiad gorau ac ansawdd y gwasanaeth yn unol â pholisïau a gweithdrefnau'r Cyngor. • Yn medru gweithio mewn lleoliad amlddisgyblaethol mewn modd agored, ond pendant, a chynrychioli'r gwasanaeth mewn fforymau allanol. • Yn medru monitro ac adolygu ansawdd y ddarpariaeth gwasanaeth gan gynnwys cynnal cofnodion cywir. 	

	<p>Rhinweddau Personol</p> <ul style="list-style-type: none"> • Ymarferydd awtonomaidd â sgiliau hunan-reolaeth. • Sgiliau profedig o resymu clinigol/datrys problemau wrth ymarfer. • Yn medru gweithio mewn modd hyblyg mewn ymateb i ofynion sy'n newid. • Yn rhagweithiol wrth ddatblygu sgiliau personol a phroffesiynol. • Yn dangos sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig; yn medru cyfleu gwybodaeth gymhleth i gynulleidfa eang ac addasu eich dull yn unol â hynny. • Yn medru ymdopi'n dda dan bwysau a gweithio i amserlenni tynn; yn llwyddiannus wrth gynllunio a blaenoriaethu eich llwyth gwaith. • Sgiliau TG profedig ar draws ystod o systemau a theclynnau, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni sy'n seiliedig ar y we a chymwysiaidau Microsoft. • Yn medru cydweithio gyda'r Rheolwr Tîm/Arweinwyr y Gwasanaeth Therapi Galwedigaethol Integredig, aelodau'r tîm a staff eraill y model Gydol Oed a Lles i roi gwasanaeth llyfn. • Yn medru arwain, cynorthwyo, hyfforddi a symbylu eraill. • Yn dangos sgiliau trafod a rheoli gwrthdaro. • Yn dangos ymrwymiad i gadw at ffyrdd corfforaethol y Cyngor o weithio, a'u hyrwyddo, gan weithio ar draws y model Gydol Oed a Lles. • Yn medru addasu'n emosiynol wrth wynebu amgylchiadau sy'n achos trallod yn rheolaidd. • Yn meddu ar drwydded yrru lawn ac yn medru teithio rhwng safleoedd/yn y gymuned yn brydlon.
<p>Profiad Hanfodol</p>	<p>Rhaid i ymgeiswyr feddu ar:</p> <ul style="list-style-type: none"> • O leiaf ddwy flynedd o brofiad/profiad ôl-raddedig helaeth o weithio ym maes therapi galwedigaethol cymunedol. • Profiad o drafod a chydgyssylltu â sefydliadau preifat a gwirfoddol statudol. • Profiad o weithio mewn lleoliad amlddisgyblaethol. • Profiad o reoli llwyth achosion cymhleth. • Profiad o gyflenwi asesiadau/ymyriadau drwy blatfformau rhithiol. • Profiad o oruchwyllo a dirprwyo gwaith yn briodol. • Profiad o ddatblygu a hyfforddi staff eraill er mwyn datblygu eu cymhwysedd proffesiynol. • Profiad o addysgu/Hyfforddi Mewn Swydd.
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Tystiolaeth o bresenoldeb ar gyrsiau byr perthnasol a hyfforddiant uwch sy'n berthnasol i feysydd arbenigol ac sydd gyfwerth â lefel Meistr • Rhaglen Ddatblygu Rheolwr Tîm (TMDP)

Dymunol

Cymwysterau / Hyfforddiant	<ul style="list-style-type: none">• Hyfforddiant arweinyddiaeth• MSc a/neu ddiploma ôl-raddedig mewn maes perthnasol• Hyfforddiant Addysgu Gwaith Maes• Aelod o Gymdeithas Therapyddion Galwedigaethol Prydain (BAOT)
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none">• Profiad o fod yn weithiwr allweddol/Rheolwr Achos• Profiad o arwain datblygiadau a newid mewn gwasanaethau• Rhugl yn Gymraeg a Saesneg• Lefel uwch o sgiliau mewn TG e.e. casglu data• Yn medru gweithio o'r cartref yn effeithiol â mynediad at gyflymder band eang dibynadwy, o ansawdd da

Job Description

Post Name	Senior Practitioner Occupational Therapist x 2
Service	Porth Gofal
Grade	Grade 11
Spinal Point/s	32-34
Salary	£40,221 - £42,403 per annum
Job Purpose	<p>To oversee the delivery of a quality occupational therapy service and work within current legislation and statutory guidelines, as well as Council policies, procedures and practice.</p> <p>The post holder is identified as a highly skilled Senior Practitioner Occupational Therapist with expert knowledge and experience working in the field of community occupational therapy, and works as an integral part of the wider occupational therapy service.</p> <p>As Senior Practitioner for Occupational Therapy, this post holder will provide Occupational Therapy leadership and expertise within a multidisciplinary setting, and have a key role in the design and implementation of the Porth Gofal Triage and Assessment Occupational Therapy Service.</p>
Location	Hybrid - home / office Canolfan Rheidol/Penmorfa
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager Occupational Therapy
Supervisory/Managerial Responsibilities	Supervisory and managerial responsibility for occupational therapy staff within the team
Accountability	Professional accountability – Integrated Occupational Therapy Service Leads
Contractual Terms Associated with the Post	<p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>

Duties and Responsibilities

DUTIES

Team Direction & Supervision

- Oversee the delivery of effective and efficient day-to-day operations throughout the team and provide a pastoral care-taking role during periods of absence.
- Supervise and line manage the team's Occupational Therapists, Occupational Therapy Assistants and Support Workers.
- Undertake local induction for new occupational therapy staff, occupational therapy students and appropriate others.
- Demonstrate effective leadership to create the environment where team members treat those accessing our services and each other with dignity and respect, and there are high levels of trust and empowerment underpinned by effective communication, collaboration and partnership working.
- Oversee and manage the allocation of cases to appropriate workers for occupational therapy assessment and intervention, overseeing the appropriate level of timely action/ intervention for each individual referral and ensure statutory timescales are met.
- Monitor and quality assure occupational therapy assessments and intervention plans to ensure they are meeting the needs of the individuals within the service.
- Manage an agreed level of complex cases.
- Provide support and advice to team members, including assessment of caseloads and workloads in order to ensure adherence to the legislative framework, prioritisation of work and to allocate and approve/ authorise closure of occupational therapy involvement.
- Engage in the application of the Council's performance management framework that will include the formal supervision and appraisal of staff in order to ensure compliance with the Council's objectives and goals, and its internal policies and procedures.
- Support others effectively during times of change and work with others to overcome problems and tensions as they arise.
- Undertake the role of practice educator for Occupational Therapy students and support occupational therapist within the team to undertake practice education.

Operational Delivery

- Negotiate with individuals, families/ carers and colleagues to ensure common person-led goals and priorities of occupational therapy intervention based on achieving balance in relation to self-care, productivity and leisure, empowering individuals and carers to make informed decisions about development and progress of the occupational therapy intervention plan.
- Undertake manual handling risk assessments and develop handling plans in relation to patient care; including the use of adapted manual handling techniques to incrementally improve an individual's capacity to be independent.
- Formulate and present accurate client-based and service reports.
- Effective management and prioritisation of own workload.
- Proactively support the single point of access for occupational therapy referrals and implement systems that ensure effective and reliable streaming of referrals and case allocation.
- Regularly meet with the Team Manager/ Integrated Service Leads to discuss operational and planning issues and be involved in the control of resources and development of new and existing services and projects, taking responsibility for some aspects of such developments.
- Ensure the needs of those accessing our services are fully understood and catered for in the delivery, promotion and improvement of services.
- Be responsible for the planning, delivery and evaluation of Occupational Therapy within specialist field of practice; leading by example and demonstrating good practice.
- Make enquiries in response to the service's complaints process.

- Attend relevant management, professional and regional forums as required.
- Undertake, monitor and review risk assessments and respond appropriately to any identified risks.

Practice Standards and Quality

- Adhere to relevant statutory legislation and guidance, and internal policies and procedures in relation to professional, administrative matters and information governance.
- Adhere fully to HCPC standards, including maintaining HCPC registration.
- Adhere fully to RCOT Professional standards for occupational therapy practice, conduct and ethics.
- Ensure appropriate delegation of tasks to others, enforcing the national and professional delegation guidelines.
- Ensure the occupational therapy team consistently apply the methodology of the Signs of Safety practice framework.
- Undertake critical analysis, appraisal and synthesis of current research outcomes and/ or relevant literature in order to maintain expert levels of knowledge and practice.
- Actively promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer.
- Actively promote a culture of strong internal and external communication so that the services we develop are delivered in collaboration with citizens, stakeholders and staff.
- Deliver creative and collaborative solutions that achieve the highest possible standards of performance in Ceredigion's Through Age Wellbeing model.
- Provide proactive, professional advice and support both internally and externally as appropriate and identify options for action.
- Ensure high standards of performance of all staff within the team and service, acknowledge good performance and tackling poor performance positively and effectively.
- Promote positive lines of communication within the team and with other agencies within the context of a confidential service.
- Promote a quality ethos within all aspects of the team's operations, in line with the legislative and Council's Quality Assurance framework.
- Undertake and participate in training/ supervision and appraisal systems as required by the Service.

General Responsibilities

- Review and reflect on own practice and performance through effective use of professional supervision and appraisal.
- Maintain compliance with statutory/ mandatory training.
- Manage time and resources to maximum effect.
- Support the Team Manager/ Integrated Service Leads in analysing capacity demand trends and appropriate allocation of resources.
- Actively promote the Welsh language and service user language preference as required by the Welsh Language Standards and More than Just Words framework.
- Demonstrate Continuous Professional Development including meeting the requirements of HCPC for continued registration as an Occupational Therapist.
- Provide mentoring and co-work/ support for complex cases where necessary.
- Collaborate and develop good working relationships with Clinical Lead Occupational Therapist colleagues, and Senior Practitioners/ Team Managers across the Through Age Wellbeing Integrated Model; promoting and maintaining seamless transition of service users between teams.

- Act as a resource and support to other professionals across services and within other agencies; providing specialist knowledge and skills including contribution to education and research.
- Undertake promotional activities i.e. presentations at conferences and courses, including teaching other professionals with regard to occupational therapy in field of practice.
- Maintain a flexible approach to the pattern of work which reflects the changing needs of the service and the circumstances of the community.

Effort and Environmental

- Regularly working alone in the community, driving to visit people at home, exposure to all weather conditions.
- Occasional exposure to unpleasant environmental conditions on home visits, e.g. dirt, dust, fleas, excrement, rotten food .
- Occasional exposure to bodily fluids and unpleasant odours during personal care activities or where an individual is unwell – urine, faeces, wounds, blood.
- Occasional carrying and fitting of equipment, manipulating small and large objects.
- Occasional working in small spaces, e.g. in domestic bathrooms & WC's, bending, reaching and kneeling to fit equipment.
- Pushing of individuals in wheelchairs and/ or use of hoists.
- Use of equipment for moving & handling assessment and care planning.
- Use of VDU on daily basis.
- Regularly dealing with patients and carers in difficult situations, experiencing distress and occasionally with those who have challenging behaviour.
- Infrequent but potential exposure to aggression, with little or no immediate support.
- Advice and support usually available, but often "arm's length"/by telephone.
- Supervision available for monitoring and checking of work.
- Produces figures using simple calculation.

The post holder will be expected to adopt a flexible attitude to the duties of the post. These may be varied from time to time following discussions with the post holder and in keeping with the Service's requirements of the post and commensurate with the grade of the post.

Job Evaluation Post Ref

JD1568

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree / Diploma in Occupational Therapy Professional registration as recognised by HCPC	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing: Level 3	The English linguistic skills noted are required on appointment.
Practical and personal skills	<p>Practical Knowledge and Skills</p> <ul style="list-style-type: none"> Knowledge and understanding of key legislation and Regulations, e.g. Well-being of Future Generation (Wales) Act 2015, Social Services and Wellbeing (Wales) Act 2014, Mental Capacity Act, Deprivation of Liberty/ Liberty Protection Safeguards, Wales Safeguarding Procedures. Expert knowledge of legislation relating to the provision of equipment and adaptations within the community, e.g. Housing Grants, Construction and Regeneration Act 1996. Thorough knowledge and understanding of legislation relevant to working with individuals and their carers. Knowledge and understanding of formal and informal social structures, services and overarching approaches or systems in the community or society that have an impact on individuals. Ability to work with service users, carers and colleagues to ensure common person-led goals and priorities of occupational therapy intervention based on achieving balance in relation to self-care, productivity and leisure, empowering individuals and carers to make informed decisions about development and progress of the occupational therapy intervention plan. Ability to undertake manual handling risk assessments and develop handling plans in relation to patient care; including the use of adapted manual handling techniques to incrementally improve an individual's capacity to be independent. Management of staff to produce optimum performance and quality of service in line with Council policies and procedures. Ability to work within a multi-disciplinary setting with an open but assertive manner and representing the service at external forums. Ability to monitor and review the quality of service provision; including maintaining accurate records. <p>Personal Attributes</p> <ul style="list-style-type: none"> Autonomous practitioner with self-management skills. 	

	<ul style="list-style-type: none"> • Proven clinical reasoning/problem solving skills within practice. • Ability to work flexibly in response to changing demands. • Proactively develops personal and professional skills. • Demonstrates good verbal and written communication skills; being able to communicate complex information to a wide audience and adapt approach accordingly. • Ability to cope well under pressure and to work to tight deadlines; successfully planning and prioritising workload. • Proven IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based programmes and Microsoft applications. • Ability to work collaboratively with the Team Manager/ Integrated Occupational Therapy Service Leads, Clinical Lead Occupational Therapist colleagues, team members, and other Through Age and Wellbeing model staff to provide a seamless service. • Ability to lead, support, coach and motivate others. • Demonstrates negotiation skills and management of conflict. • Demonstrates a commitment to following and promoting the Council's corporate ways of working across the Through Age and Wellbeing model. • Ability to emotionally adapt to routine exposure to distressing circumstances. • Holds a full driving licence and has the ability to travel between sites/ within the community in a timely manner.
<p>Required Experience</p>	<p>Candidates must have:</p> <ul style="list-style-type: none"> • Minimum 2 years/ extensive post-graduate experience working within the field of community occupational therapy. • Experience of negotiating and liaising with statutory, voluntary and private organisations. • Experience of working within a multi-disciplinary setting. • Experience of managing a complex caseload. • Experience of delivering assessments / interventions via virtual platforms • Experience of appropriate delegation and supervision. • Experience of developing and coaching other staff in order to develop their professional competence. • Experience of teaching/ In-Service Training.
<p>Training/education required to be undertaken for the post/worked towards</p>	<ul style="list-style-type: none"> • Evidence of attendance on relevant short courses and advanced training relevant to specialist area up to Masters level equivalent • Management Training (TMDP)

esirable

Qualifications / Training	<ul style="list-style-type: none">• Leadership training• MSc & / or postgraduate diploma level in relevant area• Fieldwork Education Training• Member of BAOT
Practical / Personal Skills	<ul style="list-style-type: none">• Experience of being a Key worker/ Case Manager• Experience of leading service developments and change• Fluent in both Welsh and English• Higher level of skill in IT e.g. data collection• The ability to work effectively from home, including good quality reliable broadband speed