

## **Job Description**

**Job Title: Occupational Health Practitioner**

**Reports to: Occupational Health Service Manager**

**Location: Home based**

### **Purpose**

The Occupational Health Practitioner will deliver holistic health assessments to enable participants of the Work and Health Programme to access appropriate support to gain employment through better self-management of their physical and/or mental health and wellbeing needs.

### **Main Duties and Responsibilities**

1. Conduct health specific biopsychosocial assessments to identify specific health barriers for participants on the Work and Health Programme
2. Provide comprehensive health assessment reports, which includes Health advice and guidance to Support Managers to enable them to effectively support their participants on their journey to sustainable employment.
3. Share own knowledge and experience and contribute to programmes of learning, to develop the professional knowledge and skills of other professionals within the Health Assessment Team and beyond in relation to clinical services and well-being issues.
4. To develop and maintain effective working relationships with, and an in-depth knowledge of, the local Health and Wellbeing sector to ensure collaborative working and timely participant access to a wide range of services.
5. Participate in health promotion and well-being workshops and learning/ training initiatives
6. Ensure own personal development to keep abreast of current developments within OH and engage in the appraisal process
7. Participate in regular clinical supervision.
8. Managing own caseload, decide on priorities for a range of participants
9. Through high visibility in specialist areas of responsibility, establish a proactive relationship with WHP Managers, Support Managers, and participants, to address work, health, and well-being issues.
10. Ensure comprehensive clinical records are kept for all participants contact, as appropriate.
11. Maintain effective communication with participants, Support managers and other professionals to ensure a seamless service is delivered.
12. Positively participate in changes and improvements to services within the Health Assessment team.
13. Support the Service Lead with the development of policies, procedures, and guidelines for the Health Assessment team.
14. Represent the Health Assessment Team at relevant Trust and external business meetings as required
15. Produce accurate and timely reports on activity and performance as and when required.

16. Ensure all clinical practice is evidence based.
17. Participate in clinical audit service provision evaluation
18. Participate in projects and relevant research
19. Contribute to future service developments and initiatives within the Health Assessment Team

#### Professional

1. To act in accordance with Shaw Trust policies and procedures and local departmental policies.
2. To maintain a professional profile and work within the scope of a relevant professional body.
3. Be responsible for updating own professional knowledge in OH.
4. To attend study days and courses as agreed by senior colleagues and the Service Lead – Health Assessment
5. Represent and undertake delivery of induction programmes, as well as contribute to the wider external OH agenda by delivering presentations to a range of internal and external bodies as required.
6. Under the direction of senior colleagues and the Service Lead – Health Assessment, provide professional leadership to health assessment staff.
7. In exceptional cases, write letters to other health services in line with Access to Medical Reports Act (1988) & Data Protection Act. Ensure that the response is received & interpreted appropriately, to guide on a suitable course of action.
8. When writing reports, ensure Shaw Trust, NHS, HSE, DoH and DWP guidance is considered and referred to as appropriate. Consult with Service Lead – Health Assessment, as required.
9. Work in a professional and supportive manner with all colleagues in the service, encouraging and fostering team working at all times.
10. To act as a role model for all those personnel with whom they come into contact.
11. Ensure that statistics as required by the Department/Trust are compiled and maintained.
12. Identify topics and carry out audit research in relation to specialist area of practice.
13. Collaborate with the compliance and audit health assessment team members to participate in the collection, evaluation and presentation of clinical audit data or research programmes

#### Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.

3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: Occupational Health Practitioner</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <p>Allied health or nursing background or an equivalent qualification in behavioural or health sciences, with a post-graduate qualification in occupational health, as recognised by an appropriate professional body (E) for example –</p> <ul style="list-style-type: none"> <li>• A physiotherapist, registered with HCPC.</li> <li>• An accredited Occupational Psychologist.</li> <li>• Nurse registered with NMC.</li> <li>• Post graduate studies in occupational health, employability, or disability management</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working in a participant-focussed Occupational Health environment (E)</li> <li>• Embedding an understanding of clinical quality assurance and regulatory requirements for an Occupational Health service (E)</li> <li>• Knowledgeable in mental health and wellbeing with the ability to articulate in both clinical and employment-related contexts the role of employment in improving mental and emotional wellbeing (E)</li> <li>• Understanding of the wider health and social care sector (E)</li> <li>• Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results (E)</li> <li>• Ability to problem solve and respond appropriately to a variety of situations (E)</li> <li>• Ability to work flexibly on own initiative and as part of a team (E)</li> </ul>

**Skills and Attributes**

- Very well organised, able to handle competing priorities and keep multiple projects on track (E)
- Ability to work effectively independently and within a team framework (E)
- Ability to prioritise and manage time effectively (E)
- Good interpersonal and communication skills, written and oral (E)
- Excellent interpersonal skills with ability to communicate effectively at all levels (E)
- Ability to use a wide range of communications media including common Windows based IT systems (E)
- Knowledge of Shaw Trusts organisation and aims (E)
- Knowledge of clinical occupational health compliance/ regulatory standards (D)
- Ability to address problems and issues in a systematic and structured fashion and analyse complex situations (E)
- Ability to work as part of a geographically dispersed team and on own initiative (E)

**Personal qualities, communicating and relating to others**

- Provide a progressive attitude to the continual improvement of the service through research and evidence-based practice (E)
- Be innovative in a client-facing approach and can-do attitude (E)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

**Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)