

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Occupational Therapist (DFG Service)	Grade:	9
Directorate:	Regulatory	Service:	Housing & Vulnerability
Post No:	NEW	JE Ref:	A
Date of Issue:	January 2026		
Responsible to:	Housing & Vulnerability Business Manager		

Main Purpose of Job:

To work as an Occupational Therapist within the Disabled Facilities Grant (DFG) service, providing specialist housing related assessments, identifying solutions for a wide range of complex disabilities or health needs that enable people with disabilities or long-term conditions to live safely and independently in their own homes.

Main Tasks/Duties/Responsibilities

1. To carry out functional, person-centred home assessments to identify the impact of the environment on the service user's independence, safety and wellbeing.
2. To recommend appropriate home adaptations, equipment and interventions that meet assessed needs and align with Disabled Facilities Grant legislation and local policies.
3. To assess the suitability of current or proposed accommodation and, where necessary, contribute to recommendations around alternative housing options that better meet needs.
4. To work autonomously, make decisions and manage own caseload without close supervision.
5. To work collaboratively with the DFG team to develop and approve practical adaptation plans that support independence and reduce risk in the home.
6. To communicate with DFG applicants, their families and carers relating to recommended works and adaptations which can be DFG funded.
7. To write clear, evidence-based reports and professional recommendations to support DFG applications, technical specifications for adaptations, and associated processes.
8. Maintain accurate, up-to-date electronic records, assessment documentation and case notes
9. Participate in multi-disciplinary meetings and case discussions with housing officers, surveyors, contractors, social workers and health professionals to co-ordinate adaptation planning, funding options and related care or support arrangements.

10. Share specialist OT knowledge of major adaptations, eligibility criteria, legislation and good practice with colleagues across the team to build capacity and consistency.
11. Make timely referrals to other services, community support or specialists when needs fall outside the DFG scope.
12. Actively engage in supervision, reflective practice, ongoing learning and professional development.
13. Comply with organisational policies, procedures and professional standards of conduct and including proficiency.
14. To contribute to transformational change, encouraging and supporting innovation, learning and improvement in all areas of the Council's activities.

Occasional Tasks/Duties/Responsibilities

1. To give advice and prepare reports to the Council, relevant committees, elected councillors and, as necessary, the public and other relevant bodies or groups on matters relating to DFGs.
2. To prepare statements of fact, and provide witness testimony as necessary in relation to legal matters, tribunals, hearings etc.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy and identified KPIs.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
8. To be aware of and carry out a role in relation to the Council's responsibilities as a responder in relation to civil contingencies.

9. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.