



Job Description

Department:	Adult Social Care
Division/Section:	Therapy Services
Job Title:	Occupational Therapy Assistant
Post No:	
Grade:	7
Reports to:	Carol Farrar
Organisation Chart: Show immediate manager and any jobs reporting to this post.	Therapy Services Manager  Occupational Therapist / Grade 9 and above  Post holder (this post)
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: none No. of indirect reports:
Size of budget:	None - state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)
Job Purpose:	❖ To visit clients and complete assessments in their own homes who have a wide range of health, social and housing issues. Establish how their needs can be met by empowering the client, promoting their independence, ensuring dignity and safety under the supervision of a qualified occupational therapist

	<ul style="list-style-type: none"> ❖ Manage a caseload using initiative and problem solving skills to deliver client focused interventions under the supervision of a qualified occupational therapist. ❖ To provide suitable specialist equipment and arrange for minor adaptations to client's in their own homes under the guidance of a qualified occupational therapist. ❖ To provide a customer focussed, flexible, sensitive and responsive service.
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Main Duties and Responsibilities:

- ❖ Visit clients in their own homes and carry out non complex holistic assessments of clients
- ❖ Carry out a defined number of cases per week as allocated by the qualified occupational therapist
- ❖ Assess and establish that the client has needs as determined under Care Act legislation
- ❖ Undertake and analyse assessment information and formulate an appropriate intervention plan under the supervision of a qualified Occupational Therapist to reduce the consequences of disability, deteriorating conditions and reduce the need for long-term care.
- ❖ Demonstrate the safe use of equipment or other techniques to optimise the client's functional ability and independence in performing every day activities related to the agreed therapy goals..
- ❖ Carry out planned work as directed by the occupational therapists in the team
- ❖ Carry out Background Information and Contact Assessment (BICA) as requested and under the direct supervision of the duty occupational therapist.
- ❖ Complete full reviews and closure of selected cases from the main therapy team.
- ❖ Assess and arrange for the provision of standard equipment and minor adaptations.
- ❖ Manage a caseload of clients and prioritise the workload under the supervision of a qualified occupational therapist
- ❖ Maintain accurate and up-to-date records and documentation, on various computer packages, consistent with legal and organisational requirements.
- ❖ Liaise with health and social care professionals and other related statutory, private and voluntary organisations and make recommendations and referrals when appropriate
- ❖ Use initiative and know when to seek further assistance from a qualified occupational therapist
- ❖ Take into account the views and wishes of Service users, carers and families and providing support and advice.
- ❖ Establish and maintain appropriate therapeutic relationships with clients and carers.
- ❖ Communicate effectively and appropriately with patients, carers and families and to show an awareness in relation to sensitive issues and to deal with difficult situations as appropriate.
- ❖ Have responsibility for receiving stock into the equipment store and keeping the equipment area safe and tidy in accordance with health & safety.
- ❖ Adhere to and apply the Professional Standards for Occupational Therapy Practice, Conduct and Ethics (RCOT 2021) under the guidance of a supervising Occupational Therapist.
- ❖ To seek and actively participate in supervision and appraisal using reflection, analysis and reasoning to ensure best practice, identify more complex cases which need referring to another member of the team and identify training needs.

Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: October
2021**

**COMPLETED BY:
Carol Farrar**

Version: 1	Date Issued: February 2017	Review Date: February 2019
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Person Specification

JOB TITLE:
Occupational
Therapy Assistant
(OTA)

POST NO:

GRADE: 7

DEPARTMENT:
Therapy Services

HOURS: 37

DIVISION:

DIRECTOR:

DATE: October
2021

COMPLETED BY: Carol Farrar

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Basic understanding of Occupational Therapy • Basic knowledge of simple adaptations and equipment for use by disabled people • Basic knowledge and understanding of medical conditions that affect function. [AI] • Basic knowledge of the needs of vulnerable, elderly and disabled people [AI] 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good oral, written and typed communication • Ability to present information in a concise manner and keep accurate and up to date case records • Ability to communicate with other professionals service users and their family/carer • Able to liaise effectively with other statutory and voluntary organisations • Ability to demonstrate initiative • Positive approach to team working • To be flexible and adaptable to meet service needs • IT Skills for data input • Ability to deal empathetically with the client groups, e.g. elderly or disabled persons [AI] • Ability to work independently • Ability to prioritise work • Ability to work with stressful situations/clients • Ability to physically assist clients where necessary in clients homes [AI] 	<ul style="list-style-type: none"> • Manual Handling skills • Relevant teaching skills
EXPERIENCE	<ul style="list-style-type: none"> • Experience of electronic and other forms of communications for sharing of information • Awareness of the importance of safe practice [AI] 	<ul style="list-style-type: none"> • Working in a health and social care setting or similar • Working within people's

	<ul style="list-style-type: none"> Regular experience in dealing with members of the public face to face, on the telephone or in their own homes [AI] Experience in dealing with vulnerable people 	<ul style="list-style-type: none"> homes Lone working
QUALIFICATIONS	<ul style="list-style-type: none"> English and Maths or Science at GCSE grade C(4) and above (or equivalent) 	<ul style="list-style-type: none"> NVQ in a related subject ECDL
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Must be physically fit enough for the demands of the job A driving licence and the ability to travel in and around the Peterborough area to visit clients 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*