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## Job Description

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| **Department:** | Adult Social Care |
| **Division/Section:** | Reablement |
| **Job Title:** | Occupational Therapy Assistant |
| **Post No:** |  |
| **Grade:** | 7 |
| **Reports to:** | Senior Occupational Therapist |
| **Organisation Chart:**  **Show immediate manager and any jobs reporting to this post.** | Senior Occupational Therapist Occupational Therapy Assistant |
| **DBS Check applicable?** | **Basic ☐ Standard ☐ Enhanced ☐ None ☐** |
|  | **Is post exempt under the Rehabilitation of Offenders Act  1974 in respect of declaration of spent convictions?**  **Yes ☐ No ☐** |
| **Line Management responsibility for:** | **No. of direct reports: 0  No. of indirect reports: 0** |
| **Size of budget:** | **- state whether *accountable* for (i.e. budget holder)  or *accounting* for (e.g. monitoring)** |
| **Job Purpose:** | To visit clients in their own homes who have a wide range of health, social and housing issues to undertake assessments.  To support the client to increase levels of independence in daily activities, using an internal assessment tool to agree and set short-term Reablement goals for a period of up to 6 weeks.  Establish how their needs can be met by empowering the client; promoting their independence; and ensuring dignity and safety. (Clinical supervision will be provided by an Occupational Therapist)  Manage a caseload using initiative and problem solving skills to deliver client focused interventions under the guidance of a qualified Occupational Therapist  To inform clients of the processes to improve their housing conditions by home adaptations or repairs.  To provide a customer focussed, flexible, sensitive and responsive service. |

### **Main Duties and Responsibilities:**

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| * To use appropriate communication, reasoning and negotiation skills to establish a therapeutic relationship, and manage potential barriers to communication. * Develop an understanding of a wide range of medical conditions and their functional effects on the client. * A working knowledge of eligibility criteria and relevant procedures and policies relating to social care, health, housing organisations and welfare benefits? * To 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. * To take into account the views and wishes of Service users, carers and families and providing support and advice. * An understanding of the complex interaction between health, housing and social issues and their impact on carrying out daily activities. * To assess and arrange for the provision of standard minor equipment and adaptations. * Obtain authorisation from the Senior Occupational therapist for any non-standard equipment provision. * Demonstrate the safe use of equipment or other techniques to optimise the service users' functional ability and independence in performing every day activities related to the agreed Reablement goals.. * To have a working knowledge of a wide range of minor adaptations, their use and application, optimising service user functional ability and independence. * To ‘progress/chase’ clients, colleagues, contractors and other relevant parties to ensure work is not subject to unnecessary delays. * To identify unmet needs and gaps in service provision, highlight to a senior member of staff and complete referrals as appropriate. * To maintain accurate and up-to-date records and documentation, on various computer packages, consistent with legal and organisational requirements. * To liaise with health and social care professionals and other related statutory, private and voluntary organisations and make recommendations and referrals when appropriate. * To develop, update and maintain skills and knowledge, in order to be conversant with Service developments, as required for Continuing Professional Development. Participating in staff and service development, attending team meetings and in-service training sessions as they relate to the job and the Council’s own training policy. * To adhere to and apply the Code of Ethics and Professional Conduct for Occupational Therapists (College of Occupational Therapists 2015), 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. * To be able to take responsibility for planning and organisation of own workload. * To have a working knowledge of the departments safeguarding policy and procedures which support the protection of vulnerable adults. | |
| **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:** | 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.  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. |

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| **DATE:** 13/11/2019 |  | **COMPLETED BY:** | Laura King |

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## Person Specification

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| **JOB TITLE:** | **Occupational Therapy Assistant** | **POST NO:** |  |
| **GRADE:** | 7 | **DEPARTMENT:** | Reablement |
| **HOURS** |  |  |  |
| **DIVISION:** | Adult Social Care | **DIRECTOR:** | Debbie McQuade |
| **DATE:** | November 2019 | **COMPLETED BY:** | Laura King |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | * Basic understanding of core skills 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] | * Knowledge of safe practice in Moving and Handling * Knowledge of relevant housing legislation and grant system [AI] |
| **SKILLS & ABILITIES** | * 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 and manage a number of conflicting deadlines * 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 * Excellent IT Skills for data input [AI] * To deal empathetically with the client groups, e.g. elderly or disabled persons [AI] * Ability to work independently with a minimum of supervision [AI] * Ability to work to targets and deadlines * Ability to work with stressful situations/clients * Ability to physically assist clients in their interventions in most environmental circumstances in clients homes [AI] |  |
| **EXPERIENCE** | * Previous experience of a social care or health setting. * Experience of electronic and other forms of communications for sharing of information * Awareness of the importance of safe practice [AI] * 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 [AI] | * Previous experience of close multi-disciplinary tea |
| **QUALIFICATIONS** | * GCSE or equivalent to include Maths and English Grade C or above * The willingness to complete NVQ 3 Care, Diagnostic and Therapeutic * A driving licence and the ability to travel in and around the Peterborough area to visit service users [AI] | ● NVQ 3 Care, Diagnostic and Therapeutic or other relevant field or equivalent |
| **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.]*