



Coventry City Council

## Job Description

<b>Job Title:</b>	Therapy Assistant	<b>Job Number:</b>	Y5070D
<b>Service:</b>	Therapy and Equipment Services	<b>Grade:</b>	4
<b>Location:</b>	Citywide		

This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment. To work closely with service users and other professionals to provide assessment and service provision to professionally accepted standards across therapy service area.

### Job Purpose:

- To provide quality information and advice, signposting and resolving queries to support the Therapy and Equipment Service.
- To contribute to the provision of Enablement & Therapy services within his / her delegated responsibility.
- To provide appropriate assessment and support to customers and formal / informal carers (this could be over telephone, in a clinic or at the customer's residence).
- To arrange for appropriate effective therapy service interventions, (within the scope of the role) that enable individuals to achieve optimum control of their lives.
- Where necessary, covering for the Intake Contact Assessment Workers to conduct screening assessments by gathering quality, detailed information to enable decision making and to support direction to appropriate services.

### Main Duties and Responsibilities:

1. To be responsible for effectively managing a workload as determined by the Head of Service or Team Leader in accordance with the requirements of the role.
2. In either the assessment centre or customer's home, be responsible for undertaking strength-based assessments in line with eligibility criteria using prescribed documentation, and identifying needs of citizens and carers, within level of responsibility.
3. To be able to identify if a client has moving and handling risks and report these risks to Team Leaders for their action.
4. To liaise and work jointly with colleagues and staff from other agencies, as appropriate, to coordinate and implement agreed service provision. Attend reviews and safeguarding as appropriate.

5. To provide information and advice on a wide range of local authority, health and private provider services and signposting to appropriate services.
6. To be able to assess the customer (in the assessment centre and / or the customer's home) and identify how their needs can be met by provision of therapy goals/ minor aids / adaptations, and also major adaptations such as ramps and bathroom adaptations, seeking guidance from supervisor and working within the remit of the role.
7. Provide instruction to customers and their carers to enable them to achieve maximum functional independence by providing services within his/her delegated responsibility and level of competence.
8. To use the computerised database to maintain accurate and up to date records of customers' assessments, treatment and discharge in accordance with data protection (GDPR) and departmental standards.
9. To prepare work for formal supervision (individual or group). Be able to clearly communicate your clinical reasoning to support your therapeutic interventions in line with practice guidance.
10. To keep your supervisor / Team Lead informed of potential difficulties with cases.
11. To participate in the intake system, when required, dealing with enquiries, take new referrals, and acting upon those in an appropriate direct manner, completing contact assessment referrals and data inputting.
12. To contribute to the services priorities of promoting independence, choice and control for customers. Provide practical assistance to Therapists and other staff involved in complex and difficult cases. To include following enablement / promoting independence interventions / programmes set by therapists and other designated staff.
13. Promote an awareness of the Enablement & Therapy Service to other professionals and agencies.
14. Assist service users in resolving queries relating to the provision of services. Liaising with agencies to ensure timely responses to queries from customers and their representatives.
15. Undertake and participate in training events relevant to the role to promote personal development, professional practice and implementation of statutory requirements.
16. Develop and maintain an up-to-date knowledge of medical conditions and physical impairments, and their impact upon the customer.
17. Develop knowledge and understanding of relevant legislation and departmental policies and procedures and incorporate these into the assessment process.
18. Adhere to the Code of Ethics and Professional Conduct for Occupational Therapist and Physiotherapist
19. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy, and is specifically required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions / information, and to undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager, any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and is required:

- To ensure that they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To immediately report to their manager, or other appropriate manager, any concerns that suggest a child or vulnerable adult may be being abused or neglected

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Occupational Therapy Team Leaders

**Date Reviewed:** July 2020

**Updated:** July 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Therapy Assistant	<b>Job Number:</b>	Y5070F
<b>Service:</b>	Therapy Services	<b>Grade:</b>	4
<b>Location:</b>	Citywide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Awareness / understanding of issues relating to disability, eg. in a social and medical context.</li></ul>
	<ul style="list-style-type: none"><li>• Basic awareness of techniques that can promote functional independence, i.e. practice of tasks, adaptive equipment, alterations to the environment, altered techniques for undertaking tasks, etc.</li></ul>
	<ul style="list-style-type: none"><li>• Basic knowledge of assessment and reviewing processes; awareness of methods of intervention appropriate to an outcome focussed therapy support service.</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of statutory resources available to support service users in the community.</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of the City Council's Equal Opportunities Policy and demonstrate a clear understanding of relevant legislation.</li></ul>
	<ul style="list-style-type: none"><li>• Awareness / understanding of promoting independence and what this means to the customer</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of the College of Occupational Therapist and Physiotherapists Code of Ethics and Professional Conduct</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Skilled in assessing for, and implementing, a pre-determined level of intervention(s) in line with customers / carers needs, departmental policies and procedures.</li></ul>
	<ul style="list-style-type: none"><li>• Effective communication skills, ie. face to face, using the telephone and in writing, letters, case records, computer / IT skills.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to keep computerised records to accurately record assessments and clinical reasoning for service provision.</li></ul>
	<ul style="list-style-type: none"><li>• Numeracy and literacy skills</li></ul>
	<ul style="list-style-type: none"><li>• Able to organise an allocated workload, planning and prioritising work in order to achieve objectives and meet deadlines.</li></ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
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**Date Reviewed:** July 2020

**Updated:** July 2020