

Job Description and Person Specification

Occupational Therapy Assistant

Job Details	
Grade	4
Service	Therapy and Equipment Services
Location	Citywide
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

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 & Key Accountabilities

1. To effectively manage a workload as determined by the Head of Service or Team Leader in accordance with the requirements of the role.
2. Following current procedures, to undertake strength-based assessments of customers who reside in the community. These assessments may be in the customer's home, over the telephone or in a Council building. This involves identifying how the customer's needs can be met via rehabilitation therapy and providing aids / adaptations to the home environment.
3. To provide instruction to customers and their carers to enable them to achieve maximum functional independence by providing services within your delegated responsibility and level of competence.
4. To provide information and advice on a wide range of local authority, health and private provider services, and signposting to appropriate services.
5. To liaise and work jointly with colleagues and staff from other agencies to coordinate and implement agreed service provision.
6. 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.
7. To prepare work for formal supervision to clearly communicate clinical reasoning to support therapeutic interventions.
8. To keep your supervisor / Team Lead informed of potential difficulties with cases, and to only work within your areas of competency.
9. To support other areas within Social Care when necessary.
10. 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.
11. To promote an awareness of the Therapy and Equipment Service to other professionals and agencies.

12. To undertake and participate in training events relevant to the role to promote personal development, professional practice and implementation of statutory requirements.
13. To develop and maintain an up-to-date knowledge of medical conditions and physical impairments, and their impact upon the customer.
14. To develop knowledge and understanding of relevant legislation and departmental policies and procedures and incorporate these into the assessment process.
15. Adhere to the Code of Ethics and Professional Conduct for Occupational Therapists
16. Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	<ul style="list-style-type: none"> • Customers and their carers • External agencies, such as Care & Support Agencies, housing associations • Allied health and medical professionals 	Internal:	<ul style="list-style-type: none"> • Adult Social Care employees, for example, therapists, social workers • Provider services such as the integrated Community Equipment Service (ICES) or the Repairs and Maintenance Department
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Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

NA – but may be expected to give peer support and engage with students

Person Specification

Requirements

Knowledge	Awareness / understanding of issues relating to physical, mental health and cognitive disability in a social and medical context.
Knowledge	Basic awareness of techniques that can promote functional independence, e.g.: practice of tasks, adaptive equipment, alterations to the environment, altered techniques
Knowledge	Basic knowledge of assessment and reviewing processes; awareness of methods of intervention appropriate to an outcome focussed therapy support service.
Knowledge	Awareness of statutory resources available to support customers and their carers in the community.
Knowledge	Awareness of the City Council's Equal Opportunities Policy
Knowledge	Awareness / understanding of promoting independence and what this means to the customer
Knowledge	Awareness of the College of Occupational Therapists Code of Ethics and Professional Conduct

Knowledge	Awareness of relevant legislation and its application in practice, eg. The 'Care Act'.
Skills and abilities	Skilled in assessing for, and implementing, a pre-determined level of intervention(s) in line with customer's / carers' needs, departmental policies and procedures.
Skills and abilities	Effective communication skills including face to face, via telephone, and in writing,
Skills and abilities	Ability to keep computerised records to accurately record assessments and clinical reasoning for service provision.
Skills and abilities	Numeracy and literacy skills
Skills and abilities	Able to organise an allocated workload, planning and prioritising work to achieve objectives and meet deadlines.
Skills and abilities	General computer skills to enable communication and record keeping.
Skills and abilities	Able to identify when casework is too complex for the level of competency and advise manager of this
Qualifications	There are no formal qualifications for this role. Experience in Adult Social Care or similar is an advantage but not necessary.
Special requirements	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).

Declaration			
Reviewed/Created By:	Victoria Bodycote		
Job Title:	OT Team Leader	Date:	June 25