Coventry City Council

Job Description and Person Specification

Occupational Therapy Assistant

Job Details	
Grade	GRD4
Service	Partners Localities & Social Care
Location	City Wide
Job Evaluation Code	Y5070D

About Coventry City Council

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:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

- Provide accurate information and guidance, addressing queries to support the Therapy and Equipment Service effectively.
- Contribute to the delivery of Enablement and Therapy services within assigned areas of responsibility.
- Conduct assessments and offer support to customers and carers, via telephone, clinic, or home visits.
- Arrange suitable therapy interventions, enabling individuals to maximise control over their lives.
- When required, assist Intake Contact Assessment Workers by conducting screening assessments and collecting detailed information to facilitate decision-making and appropriate service referrals.

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Main Duties & Key Accountabilities
Managing own workload efficiently, assigned by the Head of Service or Team Leader in line with role expectations.
Undertaking strength-based assessments in accordance with eligibility criteria, using prescribed documentation, and identifying needs of people and carers within defined responsibilities.
Identifying potential risks related to moving and handling for clients and reporting these concerns to Team Leaders for appropriate follow-up actions.
Liaising and collaborating with colleagues and personnel from external organisations to coordinate and execute agreed service delivery effectively. Participating in reviews and safeguarding meetings when necessary.
Providing information and advice across various local authority, health, and private provider services while directing individuals to suitable resources.
Assessing the customer at the assessment centre or their home to identify needs met through therapy goals, guidance, minor aids, or adaptations. Seeking guidance from a supervisor while adhering to the role's remit for major adaptations like ramps or bathroom modifications.
Preparing work for formal supervision, whether individually or in groups, involves clearly communicating clinical reasoning to support therapeutic interventions aligned with practice guidance.
Participating in the intake system when required, addressing enquiries, processing new referrals, and responding appropriately, while completing contact assessments and inputting data accurately.
Contributing to service priorities by encouraging independence, choice, and control for people while providing practical assistance to therapists and designated staff. Delivering enablement interventions and independence programmes developed by therapists.
Assisting people in addressing queries regarding service provision. Coordinating with agencies to ensure prompt responses to inquiries from customers and representatives.
Developing and maintaining current knowledge of medical conditions and physical impairments, along with understanding their effects on the person.
Developing knowledge and understanding of applicable legislation and departmental policies, while integrating them effectively into the assessment process.
Adhering to the HCPC code of ethics and standards.
Undertaking any other duties and responsibilities within the range of the salary grade.

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Key Relationships	
External:	NHS, Voluntary Sector Organisations, Equipment Suppliers, care givers, providers
Internal:	Service Manager, Teams Leads, DFG Team, Minor Adaptations Team, Coventry Equipment Stores, Local Integrated Teams, Long term case management.

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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

No People Management Responsibilities

Person Specification

Requirement Type	Int	App	Ass	Requirement
Knowledge				Awareness / understanding of issues relating to disability, eg. social/medical models
Knowledge				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.
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 people in the community.
Knowledge				Awareness of the College of Occupational Therapist and Physiotherapists Code of Ethics and Professional Conduct.
Skills And Ability				Effective communication skills, ie. face to face, using the telephone and in writing, letters, case records, computer / IT skills.
Skills And Ability				Ability to keep computerised records to accurately record assessments and clinical reasoning for service provision.
Skills And Ability				Able to organise an allocated workload, planning and prioritising work in order to achieve objectives and meet deadlines.
Special Requirements				This role is exempt under the Rehabilitation of Offenders Act 1974 and requires a satisfactory Disclosure and Barring Service (DBS) records check.