

Job Description and Person Specification

Role: Occupational Therapy Assistant (OTA)



Job Description

Job Title	Occupational Therapy Assistant (OTA)
Grade	4
Service	Therapy and Equipment Services
Reports to	Occupational Therapy Team Lead
Location	Citywide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role

- 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

Core Knowledge

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

<p>External</p> <ul style="list-style-type: none"> • Customers and their carers • External agencies, such as Care & Support Agencies, housing associations • Allied health and medical professionals 	<p>Internal</p> <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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

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

Person specification

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Knowledge	
Awareness / understanding of issues relating to physical, mental health and cognitive disability in a social and medical context.	
Basic awareness of techniques that can promote functional independence, e.g.: practice of tasks, adaptive equipment, alterations to the environment, altered techniques	
Basic knowledge of assessment and reviewing processes; awareness of methods of intervention appropriate to an outcome focussed therapy support service.	
Awareness of statutory resources available to support customers and their carers in the community.	
Awareness of the City Council's Equal Opportunities Policy	
Awareness / understanding of promoting independence and what this means to the customer	
Awareness of the College of Occupational Therapists Code of Ethics and Professional Conduct	
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.	
Effective communication skills including face to face, via telephone, and in writing,	
Ability to keep computerised records to accurately record assessments and clinical reasoning for service provision.	
Numeracy and literacy skills	
Able to organise an allocated workload, planning and prioritising work to achieve objectives and meet deadlines.	
General computer skills to enable communication and record keeping.	
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).

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