



Coventry City Council

## Job Description

<b>Post:</b>	Enablement Therapy Assistant	<b>Job Number:</b>	
<b>Service:</b>	Community Discharge Team	<b>Post Number:</b>	
<b>Location:</b>	Coventry	<b>Grade:</b>	4

### 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.

### Job Purpose:

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.

To provide quality information and advice, signposting and resolving queries to support the Therapy Case Management Function. Assisting Therapy Managers to identify needs and appropriate services.

To contribute to the provision of occupational therapy services within his/her delegated responsibility.

To provide appropriate assessment and support to citizens and formal/informal carers (this could be over telephone, in a clinic or at the clients place of residence).

To arrange for appropriate effective therapy service interventions, relevant to role, that enable individuals to achieve optimum control of their lives.

As service demands dictate, back filling for Therapy Contact Assessment worker in the completion of contact assessment and screening processes, gathering quality information in sufficient detail for decision making and to support the directing to appropriate service.

### Main Duties and Responsibilities:

- 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.
- 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.
- In either the assessment centre, citizen's current accommodation or reablement facility, be responsible for undertaking therapy-based assessments in line with eligibility criteria using prescribed documentation, identifying needs of citizens and carers, within level of responsibility.

- To be able to identify if a client has moving and handling risks and report these risks to TL's for their action.
- Liaise and work jointly with colleagues and staff from other agencies, as appropriate, to co-ordinate and implement agreed service provision. Attend reviews and safeguarding as appropriate
- To provide information and advice on wide range of local authority, health and private provider services and signposting to appropriate services,
- When based within the assessment centre or within the clients own environment be able to assess a clients needs , recommend and give guidance for equipment to assist daily living; recommendations for minor adaptations; non-complex major adaptations such as ramps and level access showers under supervision and within level of responsibility.
- Provide instruction to clients and their carers to enable them to achieve maximum functional independence. Providing services within his/her delegated responsibility and level of competence.
- Maintain accurate case records and documentation including care director and any other systems as required by the Department.
- 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.
- To keep your supervisor/Team Lead informed of potential difficulties with cases.
- To contribute to the services priorities of promoting independence, choice and control for citizens. Provide practical assistance to Occupational 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
- Promote an awareness of the Occupational Therapy Service to other professionals and agencies.
- Assist service users in resolving queries relating to the provision of services. Liaising with agencies to ensure timely responses to queries from citizens and their representatives.
- Promote and arrange direct payments individualised budgets, calculating cost of payment against pro-forma.
- Undertake and participate in training events relevant to the role in order to promote personal development, professional practice and implementation of statutory requirements.
- Develop and maintain an up-to-date knowledge of medical conditions/physical impairment issues the physical/functional impact of such, equipment for people with disabilities and its applied use, departmental policies and procedures, relevant legislation.
- Undertake all of the above in accordance with statutory and departmental policies and procedures.
- Adhere to the College of Occupational Therapists Code of Ethics and Professional Conduct.
- Work flexibly to meet the needs of the service. This will include working across seven days on a rota basis, including Bank Holidays as applicable

- 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 in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To 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 in particular is required:-

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

**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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:** None

**Responsible to:** Team Leaders/Occupational Therapy

**Date Reviewed:** April 2021

**Updated:** April 2021



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## Person Specification

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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, ie. adaptive equipment, alterations to the environment, altered techniques for undertaking particular tasks, etc.</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 individual</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of the College of Occupational Therapist Code of 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 service users 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, reports and case records, computer/IT skills.</li></ul>
	<ul style="list-style-type: none"><li>• Numeracy skills in order to implement financial procedures related to the arrangement of services for citizens.</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>
	<ul style="list-style-type: none"><li>• Able to give clear instructions and information to service users, carers and other professionals/agencies.</li></ul>
	<ul style="list-style-type: none"><li>• Skilled in dealing with difficult situations in an assertive yet sensitive manner.</li></ul>
	<ul style="list-style-type: none"><li>• Able to work in an anti-discriminatory way with service users, carers and colleagues</li></ul>
	<ul style="list-style-type: none"><li>• Able to understand and follow relevant guidelines and procedures relating to Assessment and Care Management work.</li></ul>
	<ul style="list-style-type: none"><li>• Able to seek and use support appropriately and participate in a constructive way in formal supervision meetings.</li></ul>



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	<ul style="list-style-type: none"> <li>• Ability to receive and investigate referrals and make recommendations about appropriate action.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to assess the needs of service users and carers, including any areas of risk, which may be apparent</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to develop effective working relationships with service users, colleagues and other agencies via negotiation, counselling and giving and receiving information.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to participate in, and learn from, training and other methods of promoting development of knowledge and skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to undertake risk assessment of lone working</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working with citizens in a relevant social care setting.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Special Requirements:</b>	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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**Date Reviewed:** April 2021

**Updated:** April 2021