

## Job Description

<b>Job Title</b>	Occupational Therapy Assistant
<b>Grade</b>	Band D
<b>Reporting To</b>	OT Team Leader
<b>JD Ref</b>	PC0133G

### Purpose

The Occupational Therapy (OT) service in Adult Social care provides high quality person centred occupational therapy assessments, to people in their own home, enabling people who have experienced changes to their health affecting their function to regain and/ or maximise their independence within the home environment.

Providing support to the OT service, making referrals to the housing and adaptation service and work under the direction and supervision of qualified Occupational Therapists. Screening a person's needs for assessment, for risk reduction, equipment, and adaptations.

### Main Duties And Responsibilities

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### **Occupational Therapy Service:**

- Assess the need for and prescribe identified equipment to promote their safety and maximise their independence in activities of daily living.
- Assist the Occupational Therapist with the screening of referrals working to service protocols.
- Demonstrate / set up and adjust equipment prescribed, check equipment safety and instruct users/ carers/other professionals regarding its use.
- Assess and identify any potential risks in a person's home environment throughout assessment, take steps to minimise risks and report any on-going concerns.
- Identify current and future needs of the person and be responsible for referring on to any other internal or external agencies.
- Assist qualified Therapists with moving and handling patients during the assessment and demonstration of equipment as required.
- Assess risks of undertaking home visits alone, in accordance with local and Trust lone working policies and procedures.

- Effectively manage own caseload and time with support of Occupational Therapist as required.
- Being responsible and accountable for your own work.
- Gain valid consent to and understanding of assessment/ equipment provision/ onward referrals prior to and during any intervention.
- Observe and report accurately on the person both verbally and in writing and complete accurate records according to Trust policy.
- Utilise the computer competently to access emails, internet, use electronic ordering system for ordering of equipment record in Liquid Logic assessment and information that assists with care/ service delivery.
- Liaise and work with manufacturers in relation to product demonstrations/ reviews.
- Support the Occupational Therapists in management, organisation and auditing of legacy stock equipment to ensure accurate records are kept enabling prescribed ordering.
- Contribute to the care of all clients, ensuring their safety and dignity at all times.

#### **Communication, Engagement and Training:**

- Communicate with relevant people Key Stakeholders with understanding and respect the need for confidentiality towards the person and their illness/disability.
- Participate in the education of multidisciplinary students on placement with the service.
- Comply with all mandatory training requirements and attend relevant training courses to develop/ maintain own knowledge and skills through the development of competencies and continued professional development activities.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Work to local guidance regarding safeguarding and evaluate mental capacity under the Mental Capacity Act 2005.

#### **Other:**

- Any other duties commensurate with the grade.



## Role Specific Knowledge, Experience And Skills

### Qualifications

- NVQ Level 3 in Health and Social Care or equivalent.
- GCSE Maths and English.

### Knowledge & Skills

- Good communication/ interpersonal skills.
- Ability to be appropriately sensitive to people's needs.
- Ability to plan and organise own work.
- Ability to manage customer data/ information.
- Ability to assume responsibility for designated areas of work.
- Ability to use initiative.
- Ability to work as part of a team.
- Confidentiality.

### Experience

- Previous experience of health or social care working with adults with long term conditions.
- Experience of working as a therapy / rehab assistant/ technical instructor.
- Desirable - Demonstrate an understanding of local government and national criteria, acts and agendas relevant to the role.
- Desirable - Previous experience of adaptive equipment/ adaptations.

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements. Service doesn't currently cover w/ends or evenings.

### Health & Safety Considerations:

- Moving or handling heavy loads - Comply with the Council's Manual Handling arrangements and local therapeutic handling at all times.
- Lone working - in the person's own home/ community, this involves assessing a person's environment, measuring for use of equipment and recommending adaptations.
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties Transportation of equipment in own car and/ or service vehicle, loading and unloading equipment.



- Exposure to persons with challenging or aggressive behaviour - Deal sensitively with patients with high levels of anxiety and aggression caused by pain, fear, dementia or limited mobility.

**Approved By: Pippa Phillipson – Senior Manager Adult Social Care**

**Date Of Approval: 07 February 2024**



CUSTOMER  
FOCUSED



ACCOUNTABLE



PROFESSIONAL



AMBITIOUS