# Grading
# Job Description and Employee Specification

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|---|---|
| **Job title:** Occupational Therapy Assistant | **Service area:** Adults & Health |
| **Post number:** | **Division:** Early Help and Prevention |
| **Grade:** Grade 6 | **Section/team:** |

**Overall purpose of job:**

To work alongside, and under the direction of, qualified occupational therapists, to provide a professional and personalised occupational therapy service to adults with care and support needs, their families and carers, in line with the requirements of the Care Act and the ethos of the council's Community First agenda.

To assist people in the community with both minor and major adaptations to improve their quality of life and independence.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Main responsibilities:**

1. Under supervision, manage a caseload of clients requiring assessments and interventions, developing agreed support plans to achieve identified outcomes.
2. Under supervision, to conduct assessments of client's homes and environments to identify necessary minor and major adaptations.
3. Contribute to the reassessments and reviews of support packages as required, ensuring the right level of support is delivered only for as long as it is required.
4. Track and document clients' progress, reporting any changes or concerns to the supervising Occupational Therapist
5. Refer, liaise, consult and work effectively with partner agencies and other professionals in order to meet identified needs.
6. Promote the effective delivery of strength-based approaches to support, maximising on an individual's strengths and family / community resources.
7. Provide support, information, guidance and advice on how needs can be partly or wholly met by universal and other non-care services.
8. Participate in the Duty system as required, providing timely support and interventions.
9. Safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives in accordance with the "making safeguarding personal" ethos.

10. With supervision, ensure the proactive and appropriate positive management of risk with adults and their carers' and families.

11. Maintain a high level of data quality within the required systems, ensuring all information recorded is timely, accurate and complete.

12. Prescribes low level equipment as required and appropriate.

13. Acts as a role model demonstrating positive behaviours that reinforce the council's values, acting as an ally to ensure an inclusive working environment.

**Knowledge, skills and experience:**

- Experience of working with adults with care and support needs.
- Experience in the use of assessment systems
- Experience of multi-agency partnership working.
- A good understanding of social care organisations and their responsibilities in accordance with the Care Act.
- Good understanding of how to manage the changing needs of individuals and carers.
- IT skills
- Good knowledge and understanding of and relevant health and social care legislation and policies.
- Good understanding of safeguarding adults.
- Excellent verbal and written communication skills including the ability to record information to a high standard.
- Interpersonal skills, ability to work independently and as part of a team, and proficiency in using adaptive equipment
- Ability to complete appropriate risk assessments.
- Basic knowledge of the Caldicott implications and how this can be monitored and maintained.
- Ability to foster strong working relationships with a range of stakeholders.
- Knowledge of National Care Standards, Care Planning Process and quality management awareness.
- Resilient and tenacious
- Positive role model
- Ability to transport self around North Lincolnshire to various health and social care locations in accordance with service need.

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**Creativity and innovation:**

- Identifies innovative ways to meet the needs of people, with a focus on the personalisation of care.
- Is creative in seeking ways to engage with a range of stakeholders.
- Seeks alternatives to unresolved practice and support issues through innovative problem solving.
- Uses innovation to empower and enable adults with care and support needs to remain independent.

**Contacts and relationships:**

Within this role there are a wide range of internal and external contacts that are made on a routine basis. Frequent situations arise, some of a complex nature, where the outcomes are not straight forward and at times are challenging.

- Multi-agency Partners and other stakeholders – daily influencing decisions and outcomes to improve quality of service delivery to people of North Lincolnshire. To maintain contact and support networks with colleagues, both within and outside of the council and to work in partnership to develop and implement policies and national service drivers. Ensure effective communication with collegues and internal and external partners in relation to occupational therapy assessments and reviews.
- People – daily in undertaking a range of assessments and the provision of advice, guidance and support.
- Circle of support – daily to advise, support and empower

**Decision making:**

- Establishes the level of support which may be required through the implementation of a range of assessments.
- Prescription of the most appropriate and suitable low-level equipment
- Ensure the safety of people and what should be considered as a safeguarding concern and takes the required action.
- Makes decisions regarding the most appropriate action when reacting to unpredictable events including the most appropriate support in response to crisis situations.

**Responsibility for resources:**

- Will be away from base approximately in excess of 50% of working time.
- Sole responsibility for laptop and mobile when away from base with an approximate value of £650.

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**WORK ENVIRONMENT**

**Work demands:**

- Required to set priorities and meet deadlines that are open to change and frequent interruption due to needs of individuals, families, and managerial demands.
- Responds to emergencies, evolving situations and complex cases which may impact on planned work.

**Physical demands:**

- Some bending, stretching crouching and similar on a daily basis when demonstrating equipment and therapy techniques.

**Working conditions:**

- Work is undertaking in a range of locations including the homes of individuals where conditions may be perceived as disagreeable.
- Work is predominantly office based. Both agile and hybrid working is supported across the service with a requirement to attend the office base as requested.

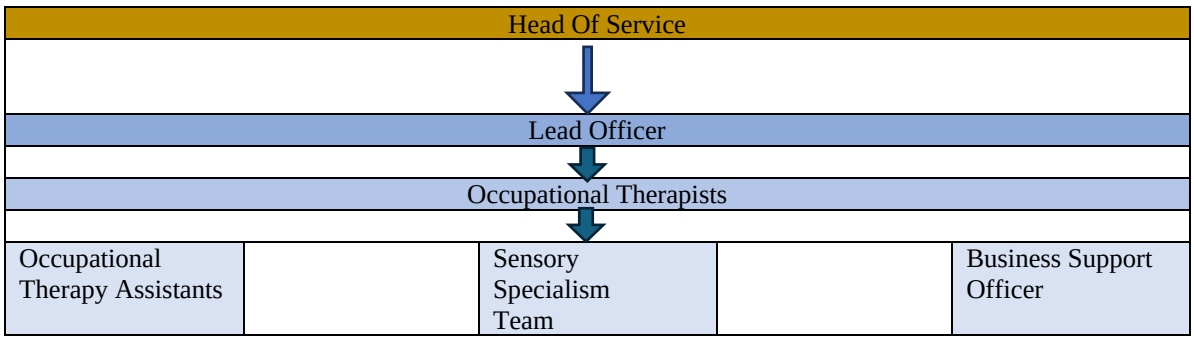
**Work context:**

- Potential risk of verbal and/or physical aggression when undertaking direct work with individuals and when liaising with their circle of care.

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**Position in organisation:**

Indicate how many staff the post is directly accountable for: 0




| Job Description Version Control | |
|---|---|
| Date evaluated | |
| Date updated | |
| Updated by (manager name) | |
| Checked by (HR name) | |

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| ESSENTIAL CRITERIA | ASSESSED THROUGH: |
|---|---|
| **Knowledge, Skills and Experience** | **Application form (follow up at interview)** |
| • Experience of working with adults with care and support needs.<br>• Experience in the use of assessment systems<br>• Experience of Multi-agency partnership working.<br>• Good understanding of how to manage the changing needs of individuals and carers.<br>• IT skills<br>• Good knowledge and understanding of and relevant health and social care legislation and policies.<br>• Good understanding of safeguarding adults.<br>• Basic knowledge of the Caldicott implications and how this can be monitored and maintained. | |
| **Knowledge, Skills and Experience** | **Interview** |
| • A good understanding of social care organisations and their responsibilities in accordance with the Care Act.<br>• Excellent verbal and written communication skills including the ability to record information to a high standard.<br>• Knowledge of National Care Standards, Care Planning Process and quality management awareness.<br>• Ability to foster strong working relationships with a range of stakeholders.<br>• Ability to complete appropriate risk assessments.<br>• Resilient and tenacious<br>• Positive role model | |
| **Education, Training and Qualifications** | **Original documents** |
| • Level 3 qualification in a relevant field or equivalent knowledge skills and experience | |
| **Working Arrangements** | **Interview** |
| • Ability to transport self around North Lincolnshire to various health and social care locations in accordance with service need. | |

| DESIRABLE CRITERIA | ASSESSED THROUGH: |
|---|---|
| **Knowledge, Skills and Experience** | **Application form (follow up at interview)** |

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|---|---|
| • Experience of working within an occupational therapy setting | |
| **Knowledge, Skills and Experience** | **Interview** |
| • | |
| **Education, Training and Qualifications** | **Original documents** |
| • Level 3 qualification is Health & Social Care | |
| **Working Arrangements** | **Interview** |
| • | |

| **THE POST IS SUBJECT TO:** | |
|---|---|
| **Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974** | |
| **Yes** ✓ | **No** ☐ |
| **Political restriction** | |
| **Yes** ☐ | **No** ✓ |
| **The ability to speak fluent English under the Immigration Act 2016** | |
| **Yes** ✓ | **No** ☐ |

| • **Version Control** | |
|---|---|
| **Author** | HR Policy Team |
| **Status** | V0.1 |
| **Date approved** | 19 September 2012 |
| **Last updated** | 21 December 2021 |