

JOB SUMMARY

Post Title	Occupational Therapy Assistant						
Job Family	Service Delivery	Pay Range	08	Line Manager to others?	No	Role profile ref	SD08
Service Area	ASC and Housing						
Line Manager	Community Occupational Therapy Team Lead						
Location	Community Occupational Therapy						

<p>Job Purpose</p> <p>Working as part of the Community Occupational Therapy team the post holder will provide direct person-led support to those accessing the service.</p> <p>Residents may initially need guidance through signposting to maintain their wellbeing and independence, to those who have complex health needs requiring further assessment.</p> <p>The post holder will cover the whole of the Isle of Wight.</p>			
<p>Job Context</p> <ul style="list-style-type: none"> The post holder will support an innovative and effective O.T service that put the residents accessing the service at the center of what they do. The role will require some knowledge of specialist equipment, to support residents to remain independent in all aspects of activities of daily living. The post holder will prescribe low level equipment, and where necessary fit this within the individuals home. Working to a preventative model. The post holder will be committed to working flexibly and creatively to help people live the lives they want to live. The Community Occupational Therapy teams' approach is patient led, empowering individuals to take the lead in achieving their goals wherever possible. The post holder's role is to empower people of all ages with physical, mental, and social impairment to optimise their functional independence and quality of life. The role will involve giving advice and signposting those who may be accessing Adult Social Care for the first time. The post holder will support and follow direction from the Occupational Therapists within the team. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements, and good practice guidance.	<i>A working knowledge of relevant legislations is desirable with the willingness to learn how these guide practice once in post.</i>		x
Practical knowledge of a range of procedures and specialist equipment to support clients.	<i>A working knowledge of specialist equipment available to clients is needed in this role. With the willingness to train further in this area when identified in alliance with the post holder's supervisor.</i>	x	
	<i>An understanding of Council procedures is desirable alternatively to have a willingness to learn once in post.</i>		x
	<i>Ability to take and install equipment for assessment purposes in a client's home. The role will involve the assessment of low-level equipment and its prescription and</i>	x	

JOB SUMMARY

	<i>fitting. An example of this may be to assess, prescribe and install a toilet seat raiser</i>		
	<i>Knowledge of equipment available for those living with a disability. The role will involve the assessment of low-level equipment and its prescription and fitting. A working knowledge of equipment is beneficial with a willingness to keep up to date in this area through training and supervision.</i>	x	
Working knowledge of IWC professional groups and external agencies as relevant to the role.	<i>A working knowledge of IWC groups and external agencies is desirable, alternative the willingness to learn once in post.</i>		x
	<i>A knowledge of local and national resources. It is desirable that you understand local resources on the Isle of Wight to sign post those contacting our service/ or a willingness to learn.</i>		x
Sensitivity and empathy to build trusting and supportive relationships.	<i>The post holder during their working day will be required to communicate in a variety of different ways where sensitivity and empathy are needed, to build relationships with those we work with or clients accessing our services.</i>	x	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	<i>At times the post holder may need to interpret situations and identify when further support is needed, or other agencies need to be involved. An example of this may be the safeguarding team.</i>	x	
	<i>The role will require the ability to solve practical problems. This may be within a individual residential home, where a specific piece of equipment is needed due to the dimensions of the given area.</i>	x	
Proven ability to build and maintain constructive working relationships with a range of people.	<i>Good working relationships are needed within this role. The post holder will need good networking skills to develop their practice and to deliver the best outcomes for the residents on the Isle of Wight who are accessing our services,</i>	x	
	<i>Ability to liaise successfully with colleagues in other sectors, Health Service, private and voluntary organisations. The post holder will communicate on many levels during their working day, from taking calls from the public offering advice and guidance, to face to face assessment. The role will support the community O.T team, and wider adult social care workforce. As well as NHS colleagues, primary care and third sector organisations.</i>	x	
	<i>Good team working skills. The post holder will communicate on many levels during their working day, from taking calls from the public offering advice and guidance, to face to face assessment. The role will support the community O.T team, and wider adult social care workforce. As well as NHS colleagues, primary care and third sector bodies.</i>	x	
	<i>Willingness to attend and fully participate in supervision with the designated professional supervisor. Supervision is held monthly, to</i>	x	

JOB SUMMARY

	<i>discuss clinical matters and case load. It is the expectation that this time is utilised effectively to enhance practice and to offer the best support to the post holder.</i>		
Proven ability to research, analyse and present complex information.	<i>The role may at times require as part of the post holder's own development to research and analyse information relating to the OTA post and O.T team. This information may be beneficial to the rest of the team where this would be presented within a team meeting or the wider workforce.</i>		x
	<i>Ability to present information clearly to others. The post holder will have the ability to communicate on different levels and present information clearly so that the recipient can understand.</i>	x	
	<i>Willingness to maintain up to date knowledge and undertake personal training. Roles within adult social care will naturally change and evolve through reviews of best practice informed through the RCOT and relevant legislation, statutory frameworks. It is the post holder's responsibility along with their line manager to identify learning needs and be willing to update knowledge as part of their role.</i>	x	
Proven ability to prioritise own workload and achieve deadlines.	<i>The post holder will hold a case load and be responsible for managing their own diary. It is important that conflicting demands and priorities are managed accordingly.</i>	x	
	<i>An ability to follow an agreed programme of action. The post holder will take direction from the qualified occupational therapists within the team. To follow an agreed plan of action led by the client where possible.</i>	x	
	<i>Ability to manage time and conflicting demands and priorities work accordingly. The post holder will hold a case load and be responsible for managing their own diary. It is important that conflicting demands and priorities are managed accordingly.</i>	x	
Literate and numerate. Ability to maintain required records.	<i>Ability to maintain accurate and written records. As part of this role the OTA will be expected to record accurate clinical notes to the PARIS system in a timely manner.</i>	x	
ICT skills including use of Microsoft applications.	<i>A basic understanding ICT and Microsoft is needed for this role, to communicate with others and to record practice accurately.</i>	x	
Proven ability to communicate one to one and in small groups.	<i>The role will involve working on a one to one with clients or maybe in small groups in the community.</i>	x	
	<i>Good oral and written communication skills. The post holder during their working day will be required to communicate in a variety of different ways. A few examples of this are emails, Microsoft teams meetings, face to face assessments/ telephone calls.</i>	x	
Proven ability to manage challenging behaviour in clients.	<i>At times the post holder may be faced with challenging behaviour either face to face or by telephone. This can be for many reasons, such as fear and frustration,</i>	x	

JOB SUMMARY

	<i>physical and mental health difficulties, worried family members. The skill to listen and de-escalate these situations is a necessary skill set.</i>		
Qualifications			
Role Profile requirements.	Job specific examples.	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		x	
GCSE level qualifications or equivalent.	GCSE grade 4-9 in English and Maths or equivalent qualification or experience.	x	
Relevant vocational / professional qualification.	<i>QCF level 2 or 3 qualification in Clinical Healthcare support/ or BTEC in Occupational therapy support</i>	x	
Other Requirements			
<i>The duties and responsibilities highlighted in this job description may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post.</i>			
<i>The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equality Policy at a level appropriate to the job and must always carry out his/her responsibilities with due regard to the Council's Equal Equality Policy.</i>			
<i>The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.</i>			
<i>The role involves working in community settings, the applicant will need to travel across the Isle of Wight and will require access to their own vehicle and a full driving licence.</i>			
<i>Enhanced DBS will be required.</i>			
<i>You will be required to take part in the Out of Hours Stand-by Duty Rota as and when requested by management.</i>			