

## Kent County Council

### Job Description: *Occupational Therapy Assistant*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Strengthening Independence Service (0 – 25), Disabled Children and Young People</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>OT Team Manager / Senior Practitioner Occupational Therapist (SPOT)</b>

#### **Purpose of the Job:**

Within the Disabled Children and Young People's Service manage a caseload of less complex cases where the eligibility criteria for Children and Young people's Occupational therapy service is met.

Support families by enabling them to maximize their child's /young person's independence within the home, thus improving the quality of life through training on adaptive techniques, the provision of equipment and /or minor adaptations and support with re-housing to meet their assessed eligible needs.

Develop action plans with families based on promoting independence and supporting an appropriate level of resource to meet their assessed eligible needs, taking into account any requirements under national legislation, Directorate and Corporate policy and procedures.

#### **Main duties and responsibilities:**

- Be the first point of OT service contact with disabled children, young people and carers to gather essential information for the triage OT assessment and identify current needs and outcomes. Also conduct functional assessments of a child or young person with disabilities and or their carers to establish their capacity to achieve activities of daily living through enablement solutions e.g. the provision of equipment and minor adaptations or use of adaptive techniques.
- Document the young person's eligible needs and identify the intervention required using cost effective outcomes according to the Directorate's resource allocation policy. As the first and sometimes only contact with Social Services it is important that records are clear, concise, evidenced and accurate. Write and verbally present reports for and attend formal meetings including reviews, case conferences and funding requests as required.
- Identify and refer any safeguarding issues and environmental risks in line with directorate policy and practice requirements taking forward appropriate actions and communication with supervisor/OT manager or SW Team manager/duty social worker. Make record of advice given and provide relevant information to enable OT/Social Workers to carry out thorough investigations or to make informed

decisions concerning OT recommendations/care plans ensuring that the welfare of the child is paramount.

- Monitor and review the customer experience of the DCYP OT service and associated services e.g. technicians, KCC equipment provider and housing. To ensure that all services are delivered to agreed specification and standard and continue to be appropriate. Arrange changes in service delivery in consultation with line managers as necessary to continue to meet the assessed need.
- Develop and maintain a good working relationship with statutory agencies, such as local housing providers, District Councils, Home Improvement Agencies, NHS Trusts and Education. Also build effective links with voluntary and private agencies in the independent sector. These should facilitate an effective service delivery and ensure that positive outcomes for disabled children/young people are achieved, as identified in their needs assessment.
- Communicate effectively with children, families, carers and other key professional contacts on a range of issues, some of which may include having difficult conversations in relation to what a family need to address for themselves. The OTA may advise on the need to seek assistance from other services such as housing, social workers, education, NHS staff, and voluntary/private sector organisations.
- Demonstrate safe use of equipment including moving and handling equipment and recommend, specify and arrange the provision of equipment and adaptations for families living in all tenure of property. Review the use of both adaptations and equipment to ensure the client's needs are met.
- Support families to identify housing needs and provide information e.g. Housing Needs Reports, to enable a family to seek appropriate housing (where applicable liaising with local housing departments /providers). It may be requested that the DCYP OT service views a property the family/young person are considering in order to advise on its suitability. An OTA may undertake a property viewing where extensive major adaptations are not anticipated.
- Undertake relevant training including trusted assessor and moving & handling core training to fulfil the responsibilities of the role. Accountable for own performance regarding adherence to the Directorates policies relating to assessment, equipment & adaptation provision, reviews and record keeping.
- Undertake such other responsibilities to assist in the day to day operation of the DCYP OT team and where appropriate the wider Disabled Children & Young People's Service as defined by supervisor and/or line manager e.g. joint working with other professionals and support staff.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Occupational Therapy Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 3 Diploma in Health and Social Care or equivalent</li><li>• GCSE A*- C or equivalent in Mathematics and English</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working with people with social care needs (e.g. children/young people, Learning Disability, Physical Disability, Older Persons, people with Mental Health issues)</li><li>• Experience of undertaking initial assessments and risk assessments and the drafting of care plans.</li><li>• Experience of working within a multi-agency environment/partnership.</li><li>• Experience of working with Therapists.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Good communication skills, both oral and written, and interpersonal skills in order to communicate effectively with service users and their families, colleagues and external agencies</li><li>• Good reporting and recording skills</li><li>• Computer literate</li><li>• Ability to prioritise workload and work effectively on own initiative as well as part of the team</li><li>• Effective planning and organisational skills</li><li>• Ability to demonstrate a sensitive, tactful and empathetic response to service users and carers</li><li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement, which is an integral part of the Directorate's service delivery and relationship with the service user to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the needs of people with disabilities</li> <li>• Knowledge of the resources available in the local community and an awareness of new services and initiatives.</li> <li>• Knowledge of Moving and Handling legislation and best practice advice in relation to standard techniques and equipment.</li> <li>• Knowledge of key legislation underpinning the provision of social care services for both children and adults e.g. The Children Act 1989, the Mental Capacity Act 2005 and the Care Act 2014. Chronically Sick and Disabled Persons Act 1970, The Housing Grants :Construction and Regeneration Act 1996.Local Government and Housing act 1989, Equality Act 2010.</li> <li>• Knowledge of legislation as it relates to Carers</li> <li>• Knowledge of equal opportunities issues</li> <li>• Sound awareness of social issues and knowledge and experience of the problems relating to particular service users</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to health and Safety</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>