

## Kent County Council

### Job Description: *Occupational Therapy Assistant*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Kent Enablement Services / Home from Hospital</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Senior Enablement worker / Occupational Therapist</b>

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

The Home from Hospital service (HFH) will support individuals 18 and above who have been assessed as having unmet social care needs defined by the National Eligibility Criteria for Adult Social Care following a social needs assessment. The service will provide targeted enablement while in-patient to identify enablement goals and agree their enablement plan. Post discharge support will continue with the person to assist them to regain, maintain and develop independent living skills, and avoid future hospitalisations.

The post holder will also as capacity allows provide enablement support in the community to people with mental health, learning disability and autism.

### **Main duties and responsibilities**

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- KES HFH OTA will ensure individuals have a seamless transition from hospital back into the community and will work across all 3 psychiatric hospitals in Kent: Littlebrook (Dartford), Priority House (Maidstone) and St Martins (Canterbury). HFH will liaise with hospital staff, Early Discharge and Planning Team (EDP) the place based social worker as needed and other professionals as required.
- KES HFH OTA will begin the enablement plan with the individual once stable on the ward working with the person, EDP, ward staff, Occupational Therapist and the community mental health team to develop an enablement plan that will support and facilitate a safe, planned discharge back into their home ensuring all support systems are in place and the persons home is fit to return to.
- The KES HFH OTA will discuss any material needs required prior to a safe discharge with the place based social worker and EDP who will have access to funds to procure any needed services or items prior to discharge.
- The KES HFH OTA will provide up to 2 weeks post discharge intensive support to the person, advising the Senior Enablement worker If further enablement support has been identified from their clinical supervision and any recommendations to extend support with a KES support worker for up to an additional 8 weeks.
- Facilitate proportionate, functional, and holistic assessments with people (including where appropriate self-assessments and carers assessments), ensuring they can engage and identify current needs and outcomes which will inform the appropriate level of resource (i.e., equipment, adaptations, housing needs, domiciliary support) required to help the person optimise their independence upon discharge.

- Identify and recommend any trusted assessor equipment and / or technician prescribed items to maximise independence. Arrange for the delivery and trial of equipment as needed complying with risk assessment policies as required by KCC and in line with MHRA guidance.
- Develop and maintain an extensive knowledge of available resources within the community, in order to offer the broadest range of options to people. Support the Kent Enablement team, offering advice on a range of equipment, as well as community services to maximise independence and opportunities.
- Liaise with partner agencies including health, housing, and the voluntary sector, as requested by senior staff to support integration initiatives and achieve the best outcomes.
- Participate in OT learning and networking where required and share knowledge with and support enablement workers to facilitate the delivery of enablement programmes.
- Identify and refer any concerns to the relevant team to ensure that people are fully supported as required.
- Create and maintain accurate, up to date and reliable data, information, and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation. Embrace and support the implementation of tools to measure outcomes to capture service provision and therapy outcomes.
- Responsible for own performance and development in liaison with supervisor making best use of available training opportunities.

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.

	CRITERIA
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) A-C in mathematics and English.</li> <li>• Level 3 diploma qualification or equivalent, and /or relevant basic professional qualification or appropriate experience</li> <li>• Trusted assessor</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with people with Autism, Mental Health, and Learning Disability. (essential)</li> <li>• Working in a multi-agency environment/partnership. (essential)</li> <li>• Experience of undertaking assessments. (essential)</li> <li>• Experience working in the community. (essential)</li> <li>• Experience of completing Enablement Plans (essential)</li> <li>• Experience working in an inpatient environment (essential)</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with people, carers, colleagues, and partner agencies through written and verbal communications, utilising current KCC recording systems.</li> <li>• Ability to gather and assimilate information to complete and develop SMART Enablement Support Plans.</li> <li>• Ability to build and develop effective working relationships across a wide range of internal and external partners.</li> <li>• Good observational and functional assessment skills.</li> <li>• Ability to prioritise workload and work effectively under own initiative and as part of a team.</li> <li>• IT skills and effective use of Microsoft Teams.</li> <li>• Ability and commitment to support the KCC Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner to ensure that the needs of the service are met, including evening and weekend working when required.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An evidenced based understanding and application of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to people, including the Care Act, Mental Capacity Act and DOLs</li> <li>• Understanding of Person-Centred Planning and approaches</li> <li>• Awareness of local resources available in the community</li> <li>• Knowledge of potential safeguarding issues and understanding of the referral process.</li> <li>• Awareness of data protection and confidentiality issues.</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> </ul>

	<ul style="list-style-type: none"><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>
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