

## 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>Older Persons and Physical Disability</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Senior Practitioner Occupational Therapist</b>

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

Work with clients with lower levels of complexity, requiring Occupational Therapy assessment and short intervention, using a preventative approach to maximise independence. Identify through functional assessment, necessary equipment and adaptations based on promoting independence, considering any requirements under relevant legislative and policy requirements.

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

- Facilitate proportionate, functional and holistic assessments with clients (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.
- Conduct Occupational Therapy functional assessments to establish clients abilities, difficulties and dependencies to provide a range of interventions including provision of equipment and adaptations to both public and private sector (including low level Disabled Facilities Grants), and low- level housing needs assessments.
- Identify and recommend a range of equipment to maximise independence. Arrange for the delivery and trial of equipment, demonstrating effective use of resources by utilising recycled items. Evaluate the effectiveness of the equipment and comply with risk assessment policies as required by the Directorate and in line with MHRA guidance.
- Recommend, specify and arrange for the provision of adaptations for clients living in all tenure of property. Evaluate the installation of recommended adaptations to ensure that the client's needs are met.
- Following a period of assessment, and identification of a person's eligible needs, contribute to the development of the care and support plan.
- Conduct basic moving and handling assessments with intervention and provision of suitable equipment (i.e. seating) and OT specific information to clients including advice and guidance to self- fund and support and advice to carers.

- Develop and maintain an extensive knowledge of available resources within the community, in order to offer the broadest range of options to clients. Support the team, offering advice on a range of equipment and adaptations, 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.
- Identify and refer any concerns to the relevant specialist team to ensure that clients 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.
- 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 2 (or working towards level 3) diploma qualification or equivalent, and /or relevant basic professional qualification or appropriate experience</li><li>• Trusted assessor or willingness to work towards</li></ul>
<b>EXERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working with people with social care needs (e.g. learning disability, physical disability, older persons)</li><li>• Working in a multi-agency environment/partnership</li><li>• Experience of undertaking assessments</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with clients, carers, colleagues and partner agencies through written and verbal communications</li><li>• Ability to gather and assimilate information in order to complete Assessments and develop Care and 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 Office programs</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</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><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</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 the client group, including the Care Act</li></ul>

	<ul style="list-style-type: none"> <li>• Understanding of Person Centred Planning and approaches</li> <li>• Awareness of the local resources available in the community</li> <li>• Knowledge of potential safeguarding issues and understanding of the referral process</li> <li>• Working knowledge of financial procedures appropriate to the job</li> <li>• Detailed understanding of the Mental Capacity Act and undertaking Mental Capacity Assessments</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> <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>