

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Health Wellbeing and Adults

DIVISION: Adult social care and all age disability

JOB TITLE: **Occupational Therapy Assistant**

ROLE PROFILE

Job Title:	Occupational Therapy Assistant
Department:	Health Wellbeing and Adults
Division:	Adult Social Care and All Age Disability
Grade:	Grade 7

Hours (per week):	36
Reports to:	Occupational Therapist or Senior Occupational Therapist
Responsible for:	N/A

Role Purpose and Role Dimensions:	<p>You will be responsible for providing occupational therapy assessments, advice and support relating to the needs of people aged 16 or over in their homes including residential settings, for people who are ordinarily resident in Croydon</p> <p>You will recommend and implement an agreed occupational therapy care plan, in an effective way to reduce risk, optimise function and well-being, supporting carers, and applying the principles of best value.</p>
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Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
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Key External Contacts:	Work directly with people, their carers and families, and have contact with members of the public and a range of different external organisations and professions including: independent and voluntary service providers, Care Quality Commission, Benefits agencies and other government bodies, Clinical Commissioning Groups, CHC, Hospice, General Practitioners, Croydon University Hospital Trust, mental health clinicians, Equipment Service, equipment and adaptation suppliers, Community Nursing Service, Care Provider Agencies, Speech & Language Therapists, Physiotherapists, Dieticians,
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Surveyors, Contractors, other Local Authorities, partner organisations, advocacy services, service user and carer groups.

Key Internal Contacts:

Occupational Therapy colleagues, Principal Occupational Therapist, Croydon Equipment Services, Major Adaptations Team, departmental colleagues; Safeguarding Adults Service; other teams within the People department; other council departments.

Financial Dimensions:

No direct responsibility for formal budget management but the post-holder will need to select and recommend the most cost-effective means of meeting a person's needs.

This can be via community equipment from an agreed stocklist, recommending, sourcing and arranging purchase/loan supply of specialist equipment & minor adaptations.

It will also include passing to Social Workers/Care Managers recommendations for simple packages of care including amendments and closures.

Key Areas for Decision Making:

Make evidence based clinical decisions in relation to own casework commensurate with expected knowledge and skill for level and seniority of role.

Ability to identify when and how to end Occupational Therapy involvement and/or refer onwards to appropriate teams/services.

Holding asset based person centred conversations to identify strengths, risks and needs.

Co-producing person centred occupational therapy support plans.

Provide information to other professionals including following Safeguarding Adult procedures when there is evidence or allegations of abuse.

Take appropriate action to deal with people's emergencies, for example, the breakdown of equipment.

Other Considerations:

Must be able to work collaboratively with other internal and external colleagues to contribute to the overall function and development of the Occupational Therapy Service and be able to demonstrate a commitment to providing excellent customer service.

To be aware of the consequences of incorrect or unjustifiable decisions, in terms of their effect on the disabled customer and carer, the potential for increased cost to the organisation as greater resources may be needed to meet the customers needs by other means, and in causing damage to the reputation of the statutory schemes or to the council.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Enhanced DBS and childrens and adults barred list

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

To be responsible for provision of professional advice and assessment of the functional needs of people wherever they live in accordance with relevant legislation, local policies and procedures. This will include care/nursing homes.

Key Elements

This will involve:

Direct work with service users, their family, dependents and carers to assess needs, assets and risks to independence.

Providing information about services and policies to service users, their family, dependents and their carers to enable them to exercise choice and control.

Joint, multi-disciplinary working with other professionals who may contribute to assessments, support planning and outcomes.

Producing clear, analytical and proportionate assessments which identify eligible needs.

Identifying the service user's potential for reablement to regain skills and confidence & identifying possible outcomes to be achieved.

Direct work with service users, their family, dependents and carers to assess needs, assets and risks to independence.

Making appropriate Occupational Therapy recommendations for individual people fully involving them and their carers with these decisions.

Communicating effectively with people and/or carers providing appropriate and to seek support from Senior colleagues on more complex situations regarding the person's medical condition, and inform them of the benefits and risks of recommendations and options available.

Be supported to develop moving & handling of people skills through formal training, workshops and joint visits with more experienced staff.

Dealing sensitively with people who are experiencing significant changes to their lives due to a wide range of physical, mental and social factors.

To recommend and implement an agreed Occupational Therapy care plan for people referred to the Service and, from time to time, recommend simple care and support packages in an effective way to optimise function and quality of life, supporting carers, and applying the principles of Best Value.

This will involve:

In consultation with people and their carers, to develop, negotiate and implement individual care plans to meet the assessed needs and to optimise independence in an efficient and sensitive way, offering choice wherever possible.

With support and guidance from a Senior colleague, reporting on and making recommendations to the Housing Department and other housing agencies about a person's disability housing needs, including carrying out suitability assessments of properties offered to the client and advising all concerned accordingly.

Implementing, flexible and creative ways of meeting client and carer needs, within statutory and budgetary constraints.

Liaising with hospital staff to support a person's discharge where community Occupational Therapy is essential for their health and safety post discharge and to ensure their relevant longer term needs are met.

Ensuring that safe, appropriate and effective provision, installation and demonstration of equipment and minor adaptations has taken place to ensure people, families, carers and support workers are confident in their safe and correct use.

To manage a caseload of clients with complex needs, using evidence based/client centred principles to assess, plan, implement and evaluate interventions.

This will involve:

Maintaining a high professional profile and contributing to the overall function and development of the integrated Adult Occupational Therapy Service

Dealing appropriately and efficiently with priorities and work patterns that will vary on a frequent and unpredictable basis.

Attending case conferences and joint visits working alongside other professionals.

Maintaining accurate and up-to-date records using electronic care records system. Ensuring compliance with GDPR, Freedom of Information and Caldicott requirements.

Routinely reviewing and learning from own practice as well as reviewing agreed service outcomes and personal appraisal targets with your Clinical Supervisor, Clinical & Operational Lead Occupational Therapist and the Principal Occupational Therapist.

Recognising gaps in service provision and bringing them to the attention of the Clinical & Operational Lead Occupational Therapist and the Principal Occupational Therapist

Report writing and record keeping.

This will involve:

Maintaining up to date service user records on the LAS & Uniquis electronic databases

Producing assessment reports, correspondence and other written reports that are clear and concise.

Contribute as an effective and collaborative team member

This will involve:

Participating in training to demonstrate competence.

Undertaking training as required for the role.

Keep up to date with developments in practice, legislation, policy and procedure and participate in local implementation of change and modernisation.

Key Outcomes

To assist people with care and support needs to ensure that they are able to maximise their life opportunities and live as independently as possible when that is their wish.

- To support the protection of adults at risk.
- To support and help people from all communities live healthier lives through positive life choices.
- To promote and develop own skills and those of others in managing requests for support from the Occupational Therapy Service.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title: Occupational Therapy Assistant

Essential knowledge: Working knowledge base in relation to social care legislation including the Care Act 2014 and NHS Legislation.

Be familiar with or able to apply the occupational therapy process within a local authority setting.

Essential skills and abilities: Ability to carry out occupational therapy functional assessments and develop occupational therapy plans.

Ability to build and maintain effective, professional relationships with internal and external contacts

Ability to assess the needs of the person in a non-discriminatory way and ensure services are delivered within an equalities framework.

Have proficient IT skills to be able to use standard applications and learn new applications as required.

Good communication skills and the ability to record clearly, concisely and accurately.

Ability to self-evaluate learning needs and actively seek developmental opportunities and participate in regular supervision.

Essential experience:

Customer Service experience is essential for this role, ideally this will have been gained within a health, local authority or charity setting.

Special conditions:

Ability to travel independently in connection with work and to undertake home visits.

Ability to work flexible hours, including completion of assessments and occasional planned meetings / appointments outside of normal office hours.

It is desirable that post holders have a valid driving licence for driving in the United Kingdom to either provide or use a car for work purposes or to join and use the council's Zipcar scheme.

Croydon is well served by public transport and supports the Cycle to Work scheme; we welcome applications from those without a driving licence.