

## JOB SUMMARY

<b>Post Title</b>	Occupational Therapy Assistant - Fixed Term						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>08</i>	<b>Line Manager to others?</b>	<i>No</i>	<b>Role profile ref</b>	<i>SD08</i>
<b>Service Area</b>	<i>Adult Social Care</i>						
<b>Line Manager</b>	<i>Community Occupational Therapy Clinical Lead</i>						
<b>Location</b>	<i>Island wide</i>						

### Job Purpose

Sponsorship for degree, to become a qualified occupational therapist on a fixed term basis (for the duration of the degree apprenticeship. The role is to promote the adult social care prevention strategy, to encourage the individual to maintain independence, enabling and enhancing life skills

Working across adult social care the post holder will provide direct person-led support to those accessing the occupational therapy service. Residents may initially need guidance through signposting to maintain their wellbeing and independence, to those who have complex health needs requiring further assessment and prescription of equipment.

The post holder will cover the whole of the Isle of Wight.

### Job Context

#### Earn While You Learn:

Join us in Adult Social Care and Housing as an Occupational Therapy Assistant. We will sponsor you to undertake a degree to become a qualified Occupational Therapist, all while being employed within one of our multi-disciplinary teams.

#### Mentorship & Support:

Benefit from the guidance and mentorship of our experienced team members throughout your training period. We are committed to your success!

#### Long-Term Career Growth:

Upon successful completion of your degree, you'll be ready to move into an Occupational Therapy position, setting you on a professional path for a fulfilling, long-term career supporting your local community.

#### You will:

- Attend University as required
- Support a busy O.T service that put the residents accessing the service at the center of what they do.
- Require basic knowledge of low-level equipment, to support residents to remain independent in all aspects of activities of daily living. You will prescribe low level equipment, and where necessary fit this within the individuals home. Working to a preventative model.
- Committed to working flexibly and creatively to help people live the lives they want to live. The Occupational Therapy staffs' approach is patient led, empowering individuals to take the lead in achieving their goals wherever possible.
- Strive to empower adults of all ages who may have physical, mental, and social impairment to optimise their functional independence and quality of life.
- Offer advice and signposting to those who may be accessing Adult Social Care for the first time.
- 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
	<i>A working knowledge of basic specialist equipment available to clients is needed in</i>	x	

**Commented [WG1]:** Those marked in red below should not have altered the first column - that column must stay the same as the template version and your customised / actual requirements go in the example box.

This is to ensure alignment with the Generic Role Profile.

I have moved these up to what I think are the correct places but please review.

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Practical knowledge of a range of procedures and specialist equipment to support clients.	<i>this role. With the willingness to train further in this area when identified in alliance with the post holder's supervisor.</i>		
	<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 fitting. An example of this may be to assess, prescribe and install a toilet seat raiser</i>	x	
	<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 function, and wider adult social care workforce. As well as NHS colleagues, primary care and third sector organisations.</i>	x	

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	<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 function, 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 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>	x	
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 function within adult social care. This information may be beneficial to the wider team where this would be presented within a 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	

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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, physical and mental health difficulties, worried family members. The skill to listen and de-escalate these situations is a necessary skill set.</i>	x	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
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.	QCF level 2 or 3 qualification in Clinical Healthcare support/ or BTEC in Occupational therapy support	x	
<b>Other Requirements</b>			
<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>			

**Commented [WG2]:** This requirement relates to the English fluency duty. Leave the example blank but set it to Essential. It is a legal requirement for roles in the public sector that interact with members of the public.

**Commented [WG3]:** Why 3? Suggest including here only things that are truly essential or desirable for the role. Assuming the grade is not important here I suggest the following wording:

GCSE in English and Maths or equivalent qualification or experience.

If the grade is important then I suggest:

GCSE grade 4-9 in English and Maths or equivalent qualification or experience.

**Commented [MK4R3]:** I have changed this to grade 4-9 with wording suggested

**Commented [WG5]:** If they need an enhanced DBS make it clear here

**Commented [MK6R5]:** Added this in