

LONDON BOROUGH OF
HACKNEY

Job Description

POST TITLE: Occupational Therapist Assistant

DIRECTORATE: Adults, Health and Integration

SERVICE: Adult Social Care

GRADE: SO2

LOCATION: London Borough of Hackney

RESPONSIBLE TO: Occupational Therapist

RESPONSIBLE FOR: N/A

PURPOSE OF THE JOB:

The post holder will report to an Occupational Therapist (OT) within Reablement and will be responsible for carrying out strengths-based occupational therapy assessments, as well as reviews for individuals in receipt of occupational therapy equipment and domiciliary care. They will undertake assessments under relevant legislation, including the Care Act and the Housing Grants, Construction and Regeneration Act, with the aim of reducing handoffs and ensuring that environmental changes which support independence are appropriately reflected in care provision. Working in partnership with service users, carers, and a range of

professionals, the post holder will deliver occupational therapy interventions that promote independence and wellbeing. They will also be responsible for recording contact and case notes accurately on the appropriate IT systems.

MAIN AREAS OF RESPONSIBILITY:

The postholder will have lead responsibility and accountability for the following:-

Assessment and provision of equipment.

- To work within the relevant legislative framework, local, organisational and national priorities, policies and procedures.
- To provide comprehensive Occupational Therapy assessments and interventions for Hackney residents and their carers with substantial needs, including advice, retraining, specialist equipment and recommendations for environmental adaptations.
- To present clear specifications for environmental adaptations (including minor and major adaptations with the support of an OT) on behalf of disabled residents living in Hackney.
- To identify and manage any risks related to the provision and use of specialist equipment within the home environment
- To carry out mobility assessments within the mobility clinic and ensure the eligibility criteria for the provision of concessionary travel such as Blue Badges, Freedom Passes and Parking Bays.
- To take responsibility for ensuring that available Hackney resources including time and funding are used as effectively as possible.
- To work in partnership with service users, their carers, other relevant professionals and colleagues within and external to Hackney Council, developing and maintaining positive working relationships that contribute to a high standard of service delivery.
- To provide information, advice or signpost customers to a range of universal services, recommend and set up any TeleCare support as required based on the outcome of these assessments.

- To be responsible for recognising vulnerable people and following agreed procedures to ensure these people receive appropriate and timely support and interventions.
- To proactively promote activities and services that improve health and wellbeing.

Monitor and report

- To ensure that if specialist equipment is provided that it achieves its purpose of improving levels of independence or ease of care safely and effectively.
- To provide accurate and objective verbal and written reports, maintaining IT records and correspondence to agreed standards and time-frames.
- To adhere to the council's confidentiality and data protection guidelines.

TEAM:

- Work as part of the Reablement Team, contributing to a supportive, collaborative and professional environment.
- Engage with colleagues including Occupational Therapists, Senior Practitioners, Social Workers and wider health and social care professionals to deliver joined-up and effective services.
- Share expertise, participate in case discussions, and provide peer support to promote best practice and consistency of care.
- Contribute to a culture of learning and continuous improvement, drawing on and sharing knowledge to deliver high-quality, person-centred services.
- Actively participate in team meetings, training and reflective practice sessions to support professional development.
- Help to maintain a positive, inclusive and solution-focused team dynamic.

OTHER DUTIES AND RESPONSIBILITIES:

Professional Behaviour

- To effectively prioritise, organise and time manage your caseload.
- To keep up with best practice, current local and professional requirements so sound clinical reasoning is applied to decision making.
- To actively and effectively participate in your development through supervision appraisal and training and take responsibility for your continued professional development.
- To ensure practice reflects the principles of personalisation and promotion of independence
- To work effectively and flexibly as a member of the team, contributing to and participating actively in meetings and service developments.
- To carry out such other duties within the competence of the post-holder that may be required from time to time.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

QUALIFICATIONS

- An accredited Trusted Assessor Qualification
- Disclosure and Barring Service (DBS) is required for this role.

SKILLS & ABILITIES

The post holder will have the skills and ability to:

- Sound decision making through the use of clinical reasoning
- Robust and clear recording on the database.

- Able to work with a wide range of stakeholders at all levels across a variety of organisations.
- Able to communicate effectively, and professionally whether in writing or when speaking. This will also involve presenting complex information sensitively and matched to the needs of the audience.
- Able to carry out work under their initiative, in an organised fashion, managing their workload. In doing this they will be able to prioritise work under pressure, adapt their priorities to changes in demand and deliver to agreed deadlines.
- Demonstrates a personal and professional demeanour that generates credibility and confidence amongst staff, managers and other stakeholders. Able to acquire new skills with a strong commitment to continuous professional development.
- Ability to use a wide range of IT systems for recording purposes and case management.

KNOWLEDGE

The post holder will also have a good working knowledge of:

- Working knowledge of the Care Act 2014 and related legislation that underpins Occupational Therapy Services.
- Understand the aims and ambitions of TeleCare and assistive technology and its impact on maximising independence.
- Understand the strength-based and person-centred agenda.
- Understand the needs of people with physical and sensory disabilities and the impact this has on their ability to communicate and function.
- Good understanding of the issues relating to the delivery of OT services to disabled people within a diverse community setting and the range of solutions available to facilitate their independence.
- Good knowledge of specialist equipment and adaptation options which can be recommended in the homes of people with physical disabilities

EXPERIENCE

The post holder will have experience of:

- Experience in carrying out effective OT assessments and using monitoring systems to record and store service and performance data.
- Experience in actively supporting and promoting independence through a strength-based practice.
- Experience in working in partnership with service users and their carers to facilitate optimum levels of independence by making appropriate recommendations for OT interventions and reviewing the impact of these to ensure they are effective.
- Experience in working in partnership with other service providers and producing plans, design guidelines and drawings under supervision, for a wide range of simple adaptations.

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