



## JOB DESCRIPTION

<b>Job Title</b>	Occupational Therapy Assistant		
<b>Directorate</b>	Adult Social Care		
<b>Reporting to</b>	Occupational Therapist		
<b>Grade</b>	12		
<b>Evaluation ref:</b>	AG1334	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>Carry out elements of the occupational therapy process including major adaptations, and moving and handling within a scope of practice, with direct or indirect supervision.</p> <p>Undertake assessment of a range of activities of daily living and recommend or prescribe solutions.</p> <p>Ensures safe and effective use of equipment, including fitting, demonstration, and teaching of safe and appropriate use. Adapts equipment where appropriate and monitors individual's progress. Carries out basic risk assessment and documents in care records.</p> <p>Provide support to Occupational Therapists and Housing Occupational Therapists as directed to include, explaining plans, undertaking reviews, completing housing reports and supporting people needing rehousing.</p> <p>Work within the Somerset Independent Living Centre's to provide advice and information to Somerset residents on activities of daily living to maximise their independence.</p> <p>Working closely with Somerset Independence Plus to progress grant cases, including monthly monitoring of DFG cases. Acting as link between SIP and ASC.</p>			
<b>Responsibilities</b>			
<p>Manage and prioritise own caseload, as designated by the Occupational Therapist makes decisions on urgency of need and identifying suitable specialist equipment to meet the needs of the service user.</p> <p>Refers cases outside of area of expertise to the Occupational Therapist in a timely manner to ensure clients' needs are addressed as quickly as possible.</p> <p>Understands the social, cultural, and economic influences, individual circumstances, behaviours, and lifestyle choices that impact on health outcomes for service users and their families, including health inequalities and use this information to inform interventions focussing on maximising independence for the client.</p> <p>Ensures compliance with the main legislation, legal and ethical responsibilities that shape health and social care through personal development and uses this information to ensure practice is safe, legal and evidence based.</p>			

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Collects data to allow evaluation of the impact of the role and achievements against set targets.

Understands the need for data collection and how the data is used to support service delivery and improvement.

Records all information clearly and accurately in accordance with the procedures and policies of the organisation and in line with data protection.

Refers service users to other organisations in the health and social care system as appropriate to individual health needs.

Works within the SILC's to provide advice and information to Somerset residents on activities of daily living to maximise their independence.

Suggest alternative ways to get the job done without compromising service quality, recognising, and seeking to influence a change in culture where needed.

Take part as directed in new ways of working and pilot projects to find ways to improve services.

Participates in, and contributes to, audits, service evaluation and quality improvement projects relevant to own work.

Manage a designated workload, identify priorities, and manage time and resources effectively with guidance as appropriate, within a complex and changing system.

Work closely with Somerset Lifeline Somerset Independence plus (**SIP**) to progress disabled facility grants and minor adaptations.

Works collaboratively across the system, including neighbourhoods to ensure interventions are holistic and strength based.

Consider spend against Community equipment budget to ensure efficient use of resources.

### Impact

The role will operate within one of the Somerset Independent Living Centres. The centres are designed to help people in Somerset find equipment and solutions to stay active, independent and make life easier.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>Understanding of the impact of disability on occupational performance.</li> </ul>	X		

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<ul style="list-style-type: none"> <li>Awareness of and understanding of the relevant legislation and its impact on their scope of practice (including Care Act and Housing constructions and regeneration act.</li> </ul>			
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Able to demonstrate substantial experience in health and care settings, including in the relevant field of work.</li> <li>Support and mentor less experienced staff and students, including apprentices.</li> </ul>	X		
<b>Qualifications / Registrations / Certifications</b>			
<ul style="list-style-type: none"> <li>Holds or is in the process of achieving NVQ level 3 qualification.</li> </ul>	X		
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Has completed basic moving and handling training.</li> </ul>	X		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position.			
<b>Corporate Responsibilities</b>			
<ul style="list-style-type: none"> <li>Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</li> </ul>			