

Job Description

Job title	Occupational Therapy Assistant
Directorate	PEOPLE : Children and Adults
Division	Social Services
Range	MPR 4
Reports to	Team Manager

Main purpose of the job:

Support adults with care and support needs, their families and carers to make a positive difference every day and help them make informed choices to live as full and safe lives as possible.

To work in partnership to ensure support is appropriately coordinated and communication is effective between agencies and other parties.

Work closely with service providers and other agencies to support people to work towards their independence and wellbeing goals and outcomes.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#). |

Accountabilities and outcomes:

Deliver highly effective occupational therapy within adult social care using a strength-based and personalized approach, in line with the Care Act and Mental Capacity Act, ensuring safeguarding of vulnerable individuals and promoting relevant values and ethics.

Independently manage a caseload with supervision from an occupational therapist, ensuring timely and effective progress.

Address care and support needs primarily related to physical limitations from disabilities or long-term conditions, including learning disabilities and mental health and conduct functional assessments and interventions to maximize individuals' functional abilities and promote independence and well-being in daily living activities.

Utilize remote initial assessments via the OT duty system, providing signposting and 'fast track' equipment as needed.

Medway Council Job Profile

Conduct in-depth, observational assessments in home environments, focusing on areas such as personal care, toileting, mobility, and kitchen activities and provide interventions and reablement to support eligible individuals' independence, collaborating with care agencies when necessary.

Respond competently to Adult Social Care contacts, assessing strengths, and linking individuals to community services and liaise with internal and external organizations (e.g., GPs, Community Mental Health Teams, Housing) to gather necessary information for appropriate support.

Deliver high-quality, person-centred care and support, assessing and implementing care needs in the least intrusive way, and support individuals and their support networks to maintain community links and independence.

Undertake complex tasks and assessments, such as writing reports and presenting sensitive information clearly to various audiences. |

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Medway Council Job Profile

Accountabilities to the Adults we work with: |

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious and professionally curious for adults with care and support needs and promote others to share the same drive.

Make no decision about me without me.

Organisation:

This role reports to the |Team Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees. |

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

|HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. |

Medway Council Job Profile

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- A minimum of 5 GCSEs including English and Maths (grades 4-9) or equivalent
- Level 3 in Health & Social Care, Level 3 Diploma in Adult Care or equivalent Level 3 qualification.
- Working towards Occupational Therapy Assistant training or Trusted Assessor training (or equivalent experience with equipment and minor works) or willingness to work towards.

Level B (in addition to level A criteria)

- Completion of Occupational Therapy Assistant training or Trusted Assessor training.

Level C (in addition to levels A and B)

- Evidence of ongoing continuous professional development.

Knowledge

Level A

- Awareness of relevant legislation, statutory guidance and standards relating to Adult Social Care including the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983 and safeguarding policies and processes.
- Awareness of information governance, record retention, confidentiality issues and the General Data Protection Regulations.
- An awareness of minor adaptations and equipment.
- Awareness of available service and community assets to support individuals.
- Understanding of what safeguarding is and their role in safeguarding adults.

Level B (in addition to level A criteria)

- Knowledge, understanding and experience in the application of relevant legislation, statutory guidance, standards and procedures relating to Adult Social Care including the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983 and safeguarding policies and processes.
- Knowledge, understanding and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories.
- Knowledge of different client groups and various medical conditions relating to Older People, Mental Health and Learning Disability.
- Knowledge of enablement in the context of occupational therapy.
- Understands need to be aware and challenge organisational cultures that may lead to poor practice in safeguarding.

Level C (in addition to levels A and B)

- An understanding of theories of abuse and the cycle of victimisation.
- An understanding of the impact of abuse on victims, families and carers.

Medway Council Job Profile

Experience

Level A

- Experience of working directly with individuals with care and support needs.
- Experience in functional assessment, basic knowledge of equipment and minor adaptations.
- Experience of planning ahead and having the ability to respond positively to change.
- Experience of accurately recording information.
- Experience of working in a multi-agency environment.

Level B (in addition to level A criteria)

- Experience of balancing individuals needs and service requirements to consider effective use of resources and costs.
- Experience of seeking views of others and co-producing solutions with individuals who access services.
- Experience of completing reviews, including packages of care and residential care reviews using the Good Practice Guidance for reviews.
- Experience of undertaking and facilitating difficult conversations with individuals and families where appropriate.

Level C (in addition to levels A and B)

- Experienced in-managing a caseload ensuring effective throughput of work, prioritising tasks and timely closing of cases.
- Experience in raising appropriate referrals to the advocacy service to support individuals.
- Experience of taking action to secure the immediate safety of the adult at risk of abuse. |

Skills

Level A

- Full UK driving licence and access to a vehicle. The Council is committed to making reasonable adjustments so whilst this role requires the post holder to drive your application will still be considered if you are unable to drive due to a disability.
- Ability to use Microsoft Word, Excel, Powerpoint, Teams and Outlook.
- Good listening and observational skills.
- Ability to promote ethical practice and report concerns.
- Ability to plan and respond positively to change.
- Good interpersonal skills, both written and verbal.
- Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations
- Ability to record an accurate reflection of a conversation/assessment.
- Ability to explore alternative services including the voluntary community sector to meet eligible needs and taking a positive approach towards meeting outcomes and promoting independence.

Level B (in addition to level A criteria) |

- An understanding of how internal teams and procedures work within ASC and how they support your role, for example financial assessments, CFA, brokerage, commissioning, sensory etc.
- Ability to work independently to manage own caseload, raising issues as appropriate, prioritise work and timely closing of cases.
- Ability to maximise the prevention and enablement resources available to prevent, reduce and delay the need for long term services.
- Demonstrates ability to apply a strengths-based approach and set new outcomes/consider changes /increases/decreases.

Medway Council Job Profile

- Ability to recommend appropriate new digital technologies, including tech enabled care.
- Ability to identify and take action to explore what is happening for an individual using proactive questioning.

Level C (in addition to levels A and B)

- Ability to share your knowledge with other team members and other teams.
- Experience of mentoring and supporting the learning of less experienced staff.
- Ability to work independently and request support and guidance where required.
- Ability to actively engage with individuals who decline services and/or engage the support of others to achieve this.
- Demonstrate a solution focused approach, working with individuals to devise support to meet their needs, and enabling positive risk taking.
- Ability to review whether the service provision continues to meet the needs of individuals considering alternatives where appropriate.
- Ability to engage with individuals to understand their lived experience to support them to live safely in the way they choose.
- Ability to respectfully challenge and be inquisitive with individuals and professionals when appropriate.
- Ability to advocate effectively the wishes of individuals within complex situations and seek guidance from supervisor-