

Pilgrims Hospices Job Description – Occupational Therapy Assistant

MAIN PURPOSE AND SCOPE OF THE JOB:

The post holder will participate as a valued member of the Therapy Team, working under the guidance and supervision of a qualified Therapist. They will assist qualified staff in providing an efficient and effective service; ensuring patients receive the highest standards of care.

POSITION IN ORGANISATION

Reports to: Occupational Therapist
Responsible for: None
Band: 4

DUTIES AND KEY RESPONSIBILITIES

- To assist qualified Therapy staff to deliver programmes of care for patients
- To monitor/order/maintain resources (ensuring adequate supply of all essential materials/equipment/resources) to support the Therapy Team in the provision of an efficient service.
- To independently deliver packages of care for clients in group or individual sessions as instructed by a therapist.
- To help train and support carers, in order for them to implement therapy advice effectively.
- To contribute within a multidisciplinary team setting
- To take part in quality governance, audits and projects for the team/service
- To contribute to, and provide feedback about, possible developments in the team
- To independently deliver a programme of therapy to patients, following supervision / training from a qualified Therapist.
- To facilitate relevant professionals / carers to carry out therapy programmes / strategies / advice as instructed by the therapist.
- To adapt practice to meet individual patient's / carer's circumstances
- With due regard for cultural, linguistic differences (including the use of interpreting services) and / or learning and language difficulties.
- To clean and maintain all such equipment loaned and report any broken or faulty equipment to the appropriate agencies involved, following Therapy Departmental guidelines.
- To move and handle clients, prepare work spaces & move equipment while observing correct manual handling techniques and following local procedures and guidelines.
- To organise timetable of therapy and appointments where required across arrange of settings

GENERAL RESPONSIBILITIES

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct. Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Pilgrims Hospices Job Specification – Occupational Therapy Assistant

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Criteria	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • To have identified experience as an Occupational Therapy Assistant. • To have demonstrable experience of assisting in OT assessment & interventions. • To have demonstrable experience of working with people. • To have the ability to communicate with patients, including those with hearing difficulties, cognitive impairment and aggressive / challenging behaviour. • To have good verbal and written English skills. • To have experience in fitting and instructing the safe use of a wide variety of OT equipment. • To have an understanding of a wide variety of conditions. • To have experience in liaising with other staff within the MDT on the patients progress / issues. • To have excellent time management skills. • To be computer literate. 	<ul style="list-style-type: none"> • To have demonstrable experience in assessing patients for and fitting of a wide range of Occupational Therapy Equipment. • To have demonstrable experience in carrying out home visits without supervision. • To have knowledge of rehabilitation treatments and activities. • To have evidence of on-going personal development.
Qualifications	<ul style="list-style-type: none"> • Must hold NVQ Level III or above or the equivalent. 	<ul style="list-style-type: none"> • To have health care related qualification. • To have basic Food & Hygiene certificate. • Full UK Driving licence
Aptitude & Abilities	<ul style="list-style-type: none"> • Working within a team • To be skilled in dealing with anxious and distress patients and relatives. • To be independent and able to accept responsibility. • To have good Communication skills. • To have the ability to recognise own limitation, and when to access advice and supervision. • To be able to pay attention to detail. • Understanding of confidentiality 	<ul style="list-style-type: none"> • To have the ability to work single-handed with individuals/groups within a supportive environment.

Other	<ul style="list-style-type: none">• To have the ability to work without supervision.• To have the ability of problem solving.• To have a co-operative nature and be able to get on well within a multidisciplinary team.• Able to work well within a busy environment.	<ul style="list-style-type: none">• To have interest in life long learning.
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Date reviewed:

November 2018