

## ROLE DESCRIPTION

<b>Role description:</b>	Occupational Therapy Assistant - reablement	
<b>Role profile family:</b>	Care	
<b>Role profile number and grade:</b>	CA08-1333	Grade H
<b>Number of posts:</b>	6 FTE	
<b>Service/Team:</b>	Adult Care, Reablement team	
<b>Reports to:</b>	Reablement Team Manager	

### Job Family overview

#### Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

## Service / Function Context

Reablement is a short term, therapist led service aiming to prevent, reduce and delay the need for ongoing services. Reablement supports people to be as independent as possible and includes the provision of information and advice, analysis of needs, provision of equipment and adaptations and targeted assistance from a team of support workers.

The reablement team seek to support people to make use of community and personal assets to achieve their goals.

The overall responsibilities of the reablement team are:

- To work with customers and carers/families to identify goals and design creative reablement support plans to achieve them
- To connect customers with local resources and facilities.
- To operate within legal frameworks and defined budgets for social care.
- The team will work closely with colleagues from Health, private providers, the voluntary sector and others, to support the occupational needs of customers.

## Job Purpose

Occupational Therapy Assistants are expected to work in line with the requirements described in the Workforce Quality Assurance Framework.

Occupational Therapy Assistants carry out the following tasks within the Care Act 2014

- Assessment and review of customers' needs and outcomes
- Coordination of the customer/carer journey in prevention services and identifying eligible needs and outcomes
- Where applicable, work in partnership with the customer and other agencies in compiling an appropriate support plan.

Specific duties and responsibilities:

- Manage a caseload of reablement customers working closely with occupational therapy colleagues to facilitate reablement programmes. Prioritise work appropriately using effective time management skills.
- Undertake strengths based, person centred assessments in line with the Care Act 2014 with customers whose needs are not complex but require a level of experience in reablement to identify and make decisions with regard to the right intervention.
- Evaluate reablement programmes, using your skills and experience to adapt your approach to the individual needs of the customer.
- Provide regular updates on progress to the occupational therapist case manager including recommendations to adapt support plan to meet further needs
- Develop an understanding of risk assessment and positive risk taking. Work with customers to manage risk and record actions and strategies agreed. Refer to occupational therapist for guidance with complex issues
- Assess for and provide equipment and minor adaptations. Demonstrate equipment with customers and use your skills and experience to promote confidence and independence.

- Work with customer to design a support plan that utilizes all available community and voluntary based resources to minimize need for longer term funded services from the local authority.
- Consider entire family context when completing assessments and refer to additional organisations as required e.g. Carer Support Wiltshire.
- Using knowledge of Wiltshire Council's charging policy, advise customers on financial eligibility for services and make referrals to the finance and benefits team or other agencies.
- Record all reablement contacts accurately, and in a timely way, onto the social care records in accordance with work targets set by the Team Manager and Supervisor. Demonstrate excellent IT skills. Adhere to Data Protection legislation and confidentiality.
- Ensure effective, timely and appropriate communication with customers, colleagues, managers and any specialists who may be involved with the customer.
- Have an awareness of safeguarding in line with Wiltshire policy, including making referrals and participating in safeguarding investigations.
- Analyse and appraise work and personal development through discussion and participation in supervision. Adhere to performance targets set by the team and actively engage in annual appraisal with line manager. Have a commitment to ongoing development.
- Understand and adhere to Complaints Procedures and advise people appropriately if they wish to complain.
- Be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with customers, external partners and agencies.
- Be able to respond to civil emergencies under instruction

Specific requirements for this post:

- Ability to travel on a daily basis and to undertake visits to customers in their own homes or in other settings e.g. hospital.
- To be flexible and work in other reablement teams as required

## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- Previous experience of working in a health or social care environment or similar setting including working with people with adult care needs in their own homes.
- NVQ Level 4 in Health and Social Care or Apprenticeship at Level 4 in Health and Social Care or equivalent; or the ability to demonstrate the skills required and a commitment to work towards a relevant qualification as defined by the council within an agreed timeframe
- Ability to utilise a range of software and electronic social care records.
- Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding of, adults.
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.

- Work without direct supervision within own limits and know when support from an occupational therapist or manager is required.
- Ability to prioritise tasks and work on own initiative against deadlines and plan and organise your own work
- Good understanding of the national agenda for Transformation in Social Care
- Ability to work in a person centred way to meet individual outcomes
- Ability to work with people to balance choice and independence with risk
- Fully fluent in spoken and written English

### **Desirable**

- Use of Carefirst database
- Good understanding of the Care Act 2014
- Experience of working in reablement or rehabilitation setting

### **Career graded posts (where applicable)**

This post does not form part of a career grade structure

## Supporting information

Driving classification	
<p><b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Political restriction	
<p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party</p>	<input type="checkbox"/>
<p>This role is not politically restricted</p>	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
<p>As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council</p>	<input type="checkbox"/>
<p>This role does not have any professional or occupational membership requirements</p>	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
<p>This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.</p>	<input checked="" type="checkbox"/>
<p>This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.</p>	<input type="checkbox"/>
<p>This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check</p>	<input type="checkbox"/>
<p>The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.</p>	<input type="checkbox"/>
<p>This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.</p>	<input type="checkbox"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b> . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b> (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

<b>Safeguarding</b>	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input checked="" type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>