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Job Description

Job title	Occupational Therapist Assistant	Job family	Healthcare
Reporting to	Occupational Therapy Lead / TSM	Job code	
Location		Evaluation Date	

Job Purpose

Provides assistance to occupational therapist with the planning, implementation and evaluation of therapy and care plans in order to support the mental, emotional, physical and social well-being of assigned clients. Working alongside the Occupational Therapist and other members of the multidisciplinary team to identify the patients' Occupational needs. To support patients to engage in self-care, productive and recreational groups.

Core Responsibilities

Able to effectively and accurately update clinical records and computerised information systems as directed by the Occupational Therapist in a timely manner.
Record and report patient's involvement in 1:1 and groups. Ensuring any unusual physical, mental or emotional occurrences are promptly referred to senior staff and documented in an appropriate manner.
Having compassion for the patients and their situation.
Being proactive, enthusiastic and encouraging with staff and patients, encouraging interactions within groups and activities.
Able to support with the development and creation of activity schedules and service line timetables.
Supporting OT or SOTA with clinical / OT assessments.
Propose new ideas for delivery to further enhance patient experience following feedback gained through community groups and OT sessions/guidance.
A willingness to support on new group wide programmes implemented to promote a consistent delivery across the priority group.
Ensures the services and support provided offers good value for money and supports the overall aim of the site.
Working with patients to increase their sense of purpose and value through life skills and prescribed OT sessions.

Specialist/Site Specific Responsibilities

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Knowledge / Education / Skills

Can support OT or SOTA in initial assessments and checklists.
Will be expected to facilitate groups (physcho educational, DBT informed, goal setting, life sills etc).
Autism/DBT skills/Life skills training would be desirable.
The role holder will require GCSE / O-Levels (A-C) or a relevant NVQ2 or equivalent experience.

Experience

Entry level role however experience in working in a health and social care setting is desired.

Communication

The post-holder is required to have a clear and positive communication style both verbally and non-verbally; they will be required to provide written and verbal information in a succinct manner in a way that is understood by those that they are communicating with; they will need to provide information by email, but use this as a tool when appropriate and not as an alternative to face to face or verbal communication unless circumstances dictate this.

Safeguarding

The Priory recognises that all persons have the right to live their lives free from violence and abuse. This right is underpinned by the duty on public agencies under the Human Rights Act (1998) to intervene proportionately to protect the rights of citizens.
The Children's Act 1989 states that the welfare of children and young people is paramount. This includes their right to be safeguarded against all forms of abuse. Our Safeguarding duties towards adults are set out in the Care Act 2014.
At The Priory Hospital Woodbourne we take the safeguarding of our inpatients and outpatients seriously. Our legal duties extend to responding to any concerns about the neglect, physical, sexual or emotional abuse of any children (under the age of 18) connected to our inpatients and outpatients. Therefore, the post-holder is required to complete referrals where appropriate/required and escalate to the site safeguarding team.

Working Environment

The post-holder will deliver face to face work, and will be required to work 4.5 hours a day delivering groups and one to ones to engage in clinical activity to meet the requirements of the ward. The rest of the hours will be utilized to complete clinical notes and attend MDT, CPAs, team meetings and handovers.

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none">Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their familiesActively seeks to develop the potential of every service user and staff member
Being Supportive	<ul style="list-style-type: none">Celebrates success and supports colleagues through difficult timesDemonstrates loyalty to colleagues, manager and team

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Acting with Integrity	<ul style="list-style-type: none">• Is honest and respectful in all interactions with colleagues and customers• Demonstrates emotional control• Ensures accurate recording of any transactions and interactions on all company documentation• Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none">• Promotes the company in a positive way at all times• Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none">• Always puts service quality first• Shares and encourages innovation• Keeps on top of new developments in the sector