

Job Description

Organisation : **Tricuro**
Job Title : **Occupational Therapy Assistant**
Grade : **7**
Reports to (designation) : **Occupational Therapist**

1. Job Purpose

- (i) Under the direction of the Occupational Therapist, to assist the team in the assessment of needs and provision of services.

2. Job Duties and Responsibilities

- (i) To have a caseload and undertake assessments of occupational therapy care issues with direction as required from Occupational Therapist.
- (ii) Individual cases will generally carry low levels of risk and jeopardy and there will be limited discretion for case management decisions. Cases may be passed onto or worked jointly with qualified staff where appropriate, at the discretion of the Occupational Therapist, subject to the identified level of risk.
- (iii) To undertake assessments of people's needs in accordance with the company policies and procedures; assessments will be carried out in conjunction with individuals, their families, carers, and other professionals. Assessment will involve an evaluation of all aspects of an individual situation including an assessment of risk.
- (iv) To prepare care plans for agreement by the Occupational Therapist.
- (v) Ensure implementation of agreed care plans.
- (vi) To review assessments and care plans and agree changes with Occupational Therapist.
- (vii) To participate in team duty and referral taking systems as directed.
- (viii) To provide suitable equipment to enable people to be independent in daily living activities and instruct and train colleagues and clients in the correct use of equipment as required.
- (ix) To obtain approval from Registered Manager for expenditure against relevant budgets to enable cost effective service delivery.

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- (x) Maintain records and input and maintain records on core computer systems as required and undertake training as necessary.
- (xi) To contribute to any specific reports required, as requested by Occupational Therapist, or Registered Manager.
- (xii) To undertake practical tasks relating to the support of people.
- (xiii) To liaise with private, voluntary and statutory organisations as required.
- (xiv) To contribute to the provision of a response to service emergencies as required.
- (xv) Any other duties of a comparable or lesser standard as required.
- (xvi) Undertake the effective assessment of occupational therapy and case issues.
- (xvii) Undertake case management with direction as required from professional staff, Occupational Therapist or Registered Manager.

3. Knowledge and Skills

- (i) Educated to GCSE level.
- (ii) Basic understanding of role of Tricuro
- (iii) Knowledge/experience of relevant area (e.g. disability/mental illness/ageing process/learning disabilities/children and families).
- (iv) IT Literate
- (v) Good communication skills verbal and written.
- (vi) Ability to communicate effectively with people of all groups.

4. Working Environment

- (i) Contact with people in situations in which there may be distress and emotional conflict.
- (ii) Undertaking lone visits to clients' homes.
- (iii) Some requirements to transport small pieces of equipment.

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