



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Occupational Therapy Assistant

Department: Adult Social Care and Health

Grade: [East Sussex Single Status Grade 7/8](#)

Responsible to: Senior Practitioner OT, with supervision from nominated Occupational Therapist

Purpose of the Role:

The Occupational Therapy Service within Adult social Care enables people to live independently within their chosen community. We provide a service to support people experiencing functional difficulties with everyday activities that are essential, and that people enjoy doing. We do this by completing assessments of activities of daily living and support people with information, advice, equipment and adaptations to enhance their independence in and outside of the home.

We work with Neighbourhood Support Teams and refer people to other voluntary and statutory agencies and services within the locality. We make a difference by negating the need for more costly or invasive support and care, or delay the need. Our Team can transform a person's independence and choice and control over how they live their lives.

As an Occupational Therapy Assistant you will have a supporting role in our Occupational Therapy Team. You will work closely with Senior Practitioners and supporting Occupational Therapists to manage a caseload and deliver our Clinic Services to the public.

Key tasks:

1. Carry out and be responsible for implementing and recording assessments as requested.
2. Direct service users to organisations which can provide information regarding statutory benefits relating to the user's disability and other relevant statutory or non-statutory services and to appropriate

services/agencies where other needs are identified following assessment.

4. Make initial screening visits to determine eligibility for services, where appropriate.
5. Following assessment, to arrange demonstrations as necessary and instruct in the safe use of equipment.
6. Assess for simple adaptations, when they do not require the skills of a Health Professions Council (HCPC) registered Occupational Therapist.
7. Refer service users to an HCPC Occupational Therapist where additional needs are identified.
8. Maintain case records in accordance with departmental policies, procedures and professional practice standards.
9. Undertake specific tasks in relation to individual rehabilitation programmes under the direction of the Occupational Therapist, as appropriate.
10. Monitor and review the individual needs of disability, service users and their carers, where appropriate.
11. Order equipment and request simple adaptations and to record requests on the appropriate monitoring systems.

Grade Progression bar

In order to progress through the pay bar at the top of Single Status Grade 7 onto Single Status Grade 8, you must have progressed through the increments of Single Status 7, demonstrating that you meet each of the following progression criteria, (as further detailed in the requirements of the ASCH Occupational Therapy Assistant Professional Competency Framework), and have obtained your managers approval to apply for progression.

A panel will then assess the evidence to demonstrate that the individual has met the required performance and competencies, for progression which is set out in the ASCH Occupational Therapy Assistant Professional Competency Framework. This will include:

- Case Studies and training that will demonstrate development and the relevant competency domains.

Upon progression to Single Status 8, the Occupational Therapy Assistant will be assigned more complex casework.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.

Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to plan and organise a varied workload for self and others, working to short deadlines.
2. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
3. Ability to work collaboratively as a member of a team and be able to develop professional relationships across teams and services to achieve shared aims.
4. Ability to use technology as part of the role including Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, laptops.
5. Ability to demonstrate resilience, an example of which could be responding to a difficult situation.
6. A commitment to professional and personal development.
7. Knowledge of the Data Protection regulations including an understanding of data storage and retention schedules, and a commitment to maintain confidentiality.
8. Experience of working with people with a disability or with older people.
9. Ability to provide a professional and caring service.
10. Ability to manage large workloads.
11. Ability to demonstrate how you would meet the travelling requirements of the role.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/people with care and support needs	Yes
Moving & handling operations	Yes
Occupational Driving	Yes
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No