

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Early Intervention & Prevention Hub (EIPH)
POST:	Occupational Therapy Technician
GRADE OF POST:	GR08
RESPONSIBLE TO:	Team Manager – Early Intervention Prevention Hub

JOB PURPOSE:

The postholder will work under the supervision of the Occupational Therapist (OT) in the Early Intervention and Prevention Hub (EIPH) which is a short term 'front door' service within the Borough of Bridgend, providing time specific responses in a person-centred, strengths based, and outcomes focussed way. This team will often be the first contact that anyone has had with Adult Social Care, it is therefore important that people can explain their situation, feel listened to and supported.

The team is multidisciplinary, the post holder will be required to work collaboratively with the EIPH Team Managers, Senior Practitioners, Nurse, Social Workers, Social work Assistants and Support workers.

The post will work collaboratively with the wider Community Resource Team Health and Social Care practitioners and provide information, advice and/or assistance to people and their families and carers to maintain independence and wellbeing through prevention and building resilience.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Support the Screening/Triaging of new referrals and carry out time specific, proportionate assessments, adopting a preventative, strengths based, and outcomes focussed approach that will promote and maximise the independence, health, wellbeing and safety of individuals, to enable them to live their lives both at home and in the Community.
- Work autonomously, carrying a non-complex caseload, with support and guidance from a Registered Occupational Therapist, supporting the provision of a flexible, person-centred plan, aimed at restoring or maintaining the individual's wellbeing and functional ability.
- Support the Occupational Therapist in the assessment, planning, intervention, and evaluation of individuals. Ordering standard equipment under the instruction of the OT and the Local Authority guidelines.
- Undertake basic assessment and develop non-complex therapeutic plans as directed by the OT and teach the safe and appropriate use of aids and/or equipment.

- As delegated, undertake individual interventions to restore confidence and introduce new or adjusted ways to manage activities of daily living, within their own home. This includes supervising and working with clients / carers in activities relating to the treatment plan, with the aim of empowering individuals and carers to make informed decisions about next steps.
- Under the guidance of the OT to develop short term treatment plans, which will minimise immediate risks and promote independence.
- Assist other professionals with the treatment of individuals, ensuring a safe environment for individuals, carers and staff.
- Always comply with All Wales Manual Handling Policy and local therapeutic Handling guidance. Following all professional and Local Authority standards, policies and procedures. Adhering with the Support Worker Code of Ethics.
- Communicate and liaise effectively with all individuals, carers, health and social care professionals and to form professional relationships with individuals referred to the service in a way that respects their views, autonomy and culture, in a manner that helps overcome barriers to engagement.
- Effectively complete and maintain individual records, including details of their interventions and actions in accordance with professional standards. Reporting information and any changes regarding condition and/or progress of the individual with the relevant professional teams.
- Complete and collate monthly activity data, relevant statistics and reports as required, ensuring that all electronic records and activity data are maintained in accordance with relevant standards.
- You will prepare for and participate in supervision as required by the Directorate's supervision policy. As well as supervision you will prepare and participate in annual appraisals, identifying personal development and training needs to maintain registration requirements

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Occupational Therapy Technician

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	- QCF Level 4, relevant BTEC or Trusted Assessor qualification, or able to demonstrate competence through appropriate professional experience. - Willingness to undertake relevant competency-based training	Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Previous experience of working within NHS, acute clinical or community settings. - Experience of developing and delivering education advice to individuals / groups. - Understanding of the concept and role of therapeutic or rehabilitation interventions in a community setting. - Relevant experience and knowledge of working in a caring environment and supporting people living within their own communities. - Knowledge or experience of working with people with complex needs and disability and an understanding of the effects on individuals and families. - Knowledge of factors that can influence the ability to function within individual's own home and community. - Knowledge of a broad range of health conditions impacting onto function. - Experience of working in a multidisciplinary team. - Evidence of previous therapy assistant experience.	Yes Yes Yes Yes Yes Yes	Interview, application form and selection process.
Skills & Personal Qualities	Clear and effective communication and interpersonal skills with the ability to deal with a wide range of people to ensure an effective service delivery.	Yes	Interview, application form, and selection process.
Skills & Personal Qualities (continued)	- Good verbal/ written and negotiation skills and an ability to record work clearly. - A willingness to work independently and under the supervision and direction of	Yes Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
	professional workers in the team and recognise when to escalate issues or concerns. • The ability to perform and cope with all aspects of intervention and manual handling techniques in a variety of settings to improve individual's capacity to be independent. • Ability to work effectively with other teams, agencies and voluntary organisations in a multidisciplinary approach. • Ability to demonstrate good organisational skills and work as an accountable member of the team. • Excellent IT, computer literacy and keyboarding skills. • Ability to work flexibly and proactively with enthusiasm. • Driving Licence with access to a vehicle. • The ability to communicate through the medium of Welsh.	Yes Yes Yes Yes	