

## JOB DESCRIPTION – OCCUPATIONAL THERAPY ASSISTANT

<b>TITLE:</b>	Occupational Therapy Assistant – Sheffield
<b>SALARY:</b>	Dependant on Experience
<b>LOCATION:</b>	School Based
<b>HOURS:</b>	Full/Part time dependent upon work available
<b>CONTACT INFORMATION:</b>	0330 223 0888

## JOB SUMMARY

- To observe and support providing occupational therapy in schools for children with a range of handwriting, fine motor, co-ordination and concentration difficulties
- To write occupational therapy specific content for use on websites, in order to promote business.
- To maintain up to date occupational therapy records in line with professional standards.
- To actively engage in the use supervision and all other training opportunities provided to further professional and clinical development.
- To liaise with other health care professionals, clients, parents and any other relevant individuals in a professional manner.
- To actively engage in developing skills across all areas of occupational therapy, particularly paediatrics.
- To professionally respond to enquiries or referrals regarding how occupational therapy would benefit each individual enquiry.
- To be able to manage and maintain your own diary, including appointments, meetings and clinical observations to ensure effective communication throughout the company.

## Values

- To put patients first in everything you do and put each patient's needs at the centre of all decisions.
- To value each person as an individual, respect their aspirations, beliefs, commitments, and seek to understand their priorities, needs, abilities and limitations. To take what others have to say seriously. To be honest about your point of view and what you can and cannot do.

- To empathise with each individual, adult or child, treat each person with respect and do your up-most to provide a high quality service at all times.
- To strive to improve health and well-being and people's experiences of occupational therapy. To value excellence and professionalism wherever you find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.
- To always maintain the boundaries of confidentiality, whether that be with a client, parent, social worker, family member or friend.
- To earn the trust placed in you by insisting on quality and striving to get the basics right every time: safety, confidentiality, good communication, professionalism and dependable service. To welcome feedback, learn from your mistakes and build on your successes.
- To respond with kindness to each person's needs, anxieties, pain, and desires. To search for the things you can do, however small, to increase each person's quality of life.

### **Clinical Responsibility**

- To observe and support providing occupational therapy in schools for children with a range of handwriting, fine motor, co-ordination and concentration difficulties.
- To learn and develop an understanding and application of assessments, treatments and reports for both adults and children across a wide range of settings.
- To arrange and attend regular supervision to develop understanding.
- To maintain evidence in continuing professional development.

### **Non Clinical Responsibility**

- To manage and maintain your own diary, regularly updating any change in appointments.
- To write occupational therapy specific content to be used for future website development, including how occupational therapy can aid people with a wide range of conditions and the services we provide in a clear, universal manner.

### **Communication**

- To use appropriate methods of communication to clients, families and other health professionals to ensure clear, universal communication is given.
- To have a basic understanding of, and develop through supervision, aims, goals and purpose of treatment for adults and children in a wide range of settings.
- To provide a clear honest service whilst maintaining confidentiality to all individuals involved with our service, including the client, their family and any involved allied health professionals for that case.
- To provide clear, easy to understand website content on assessments and treatments and reports for a wide range of conditions and individuals.

## **Services Improvement and Development**

- To be actively involved in current and newly set up services in ensuring their success.
- To actively engage in developing new services to promote occupational therapy across a multitude of settings.

## **Teaching, Training and Professional Development**

- To attend all relevant training and development opportunities available in clinic, and to actively seek out of house training needed for further development.
- To develop a Clinical Professional Development Portfolio and a Personal Development Plan, according to professional standards, that documents the progress of gaining knowledge in areas of clinical expertise required for improving standards for self and service.

## **Professional**

- To comply with the British Association of Occupational Therapy codes of professional conduct at all times.
- To be responsible for personal continuous professional development by the use of self education, reflective practise, and active participation in the supervision process to further professional development.
- To actively engage in researching up-to-date evidence to be used as clinical foundation for treatment.
- To participate in the appraisal system as appraisee and to be responsible for fulfilling your agreed objectives and personal development plan.

## **Organisational**

- To demonstrate effective time management and organisational skills during management of own workload and to be flexible in working patterns at all times.
- If needed, to keep accurate and up-to-date patient records, reports and statistics at all times in line with departmental, professional and legal standards.
- To be responsible for complying with all mandatory training requirements.
- To contribute to service developments.
- To undertake any other duties that might be considered appropriate by an Occupational Therapy assistant.

**This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.**

**If you have any questions regarding the job description please contact 0330 223 0888.**