Job Description / Person Specification

POSITION:

HOURS OF WORK: ACCOUNTABLE TO: REPORTABLE TO: SALARY:

OCCUPATIONAL THERAPY ASSISTANT

16HRS A WEEK, (Thursdays and Fridays)

HOSPITAL MANAGER

OCCUPATIONAL THERAPIST

£19,096.86 pro rata



## Role Summary:

Assist and support the Occupational Therapy treatment programme both at Milestones hospital and the step down rehabilitation service The Mews.

* Work as part of the multi-disciplinary team to deliver therapeutic interventions as per Occupational Therapist instructions and direction.
* Work without direct supervision to deliver 1:1 and group sessions under the direction of the Occupational Therapist.
* Where necessary, and taking into account risk assessment and management plans, provide safe and effective delivery of group work.
* Maintain links with your professions structures and professional lead. Adhere to Milestones Policies and Procedures.
* Under supervision contribute to the monitoring, evaluation and measuring an individual’s progress and ensure effectiveness.

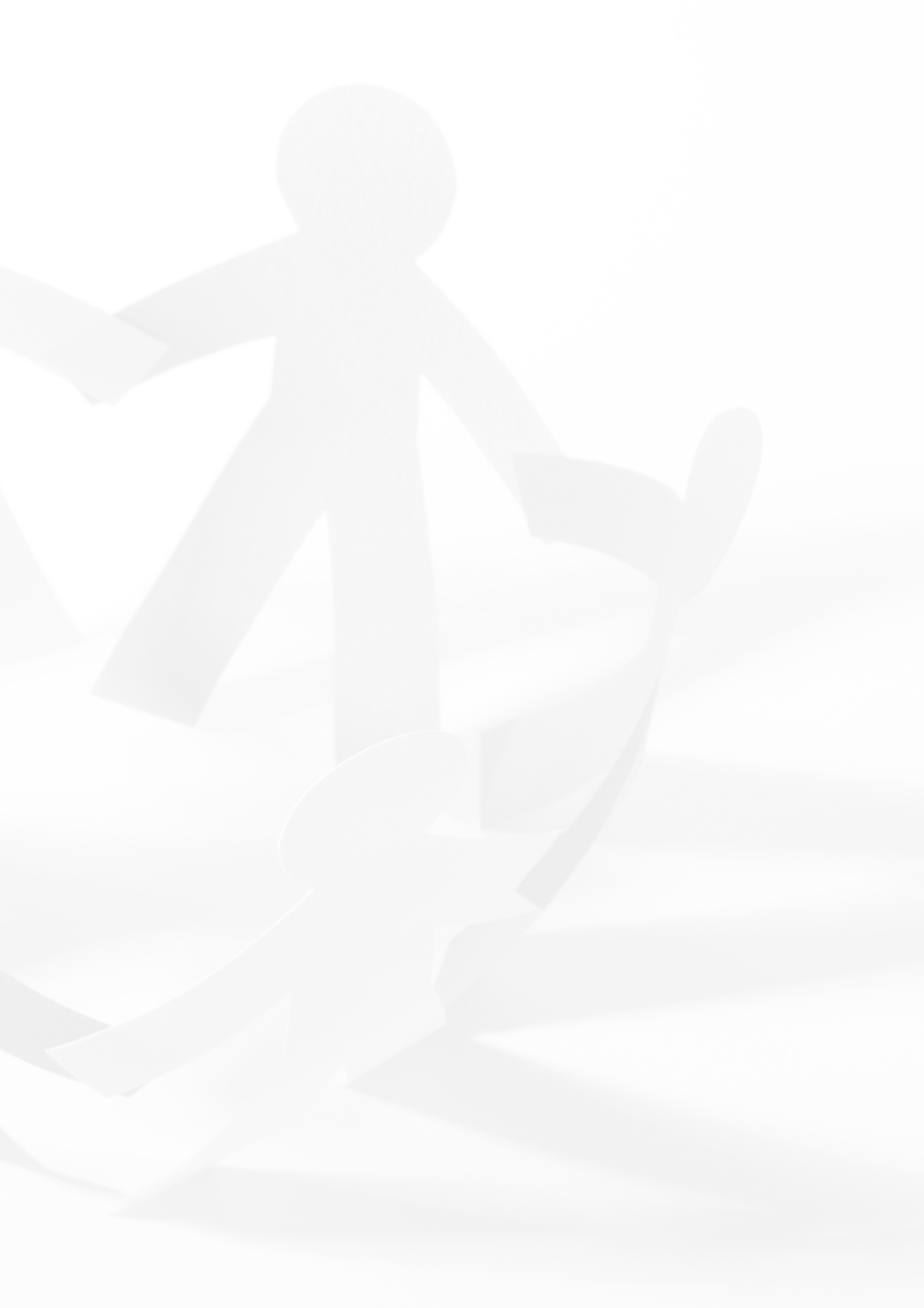
## Knowledge skills and experience required:

* Demonstrate an understanding of meaningful and purposeful activity
* Ability to organise self
* Demonstrate an ability to organise resources
* Ability to positively engage patients in a range of activities
* To have an understanding of patient centred care
* Demonstrate an understanding of the mental health of an individual
* Demonstrate an ability to work a part of a team or unsupervised

## Patient Care:

1. Deliver care under the supervision of the professionally registered staff
2. Support and assist patients with activities of daily living
3. Ensure that all relevant information is passed on to the qualified nurse
4. Make written entries into the Primary notes under the supervision of the Occupational therapist and/or Registered Nurse.





# Personal Development:

1. Develop and enhance skills, knowledge base and awareness in respect of issues relating to mental health; to remain consistent with enhancing personal and professional development and meet the aspirations of the organisation in terms of enhancing patient care.
2. Attend and ensure completion of all mandatory training requirements.
3. Attend where required internal training, education and supervision.
4. Participate in the process of appraisal with a view to identifying strengths and areas of development.
5. Participate in the process of clinical supervision as a means of reflection of practice to promote and develop personal and professional skills, knowledge and self-awareness.

**Organisational:**

1. Participate in the Health and Safety monitoring system as required.
2. Attend mandatory staff and organisational meeting.
3. To work with and promote the Milestones ethos and philosophy.
4. Undertake any other reasonable duty as requested by Line manager.

**Person Specification:**

Qualifications:

* Will possess or be willing to engage with NVQ training in health and social care.
* Will possess or be willing to complete the Care Certificate.

Essential Knowledge, Understanding and Values

* Understanding of a Reintegration role
* Understanding of and respect for patients with mental health issues
* Promote people’s equality, diversity and rights
* Understanding of and respect for the importance of maintaining and practicing privacy, dignity and confidentiality
* Ensure actions contribute to quality
* Knowledge of the individual’s responsibility towards health and safety
* Understanding of working with other agencies/multi-disciplinary working
* Should possess a good understanding of the complex nature of the various patient groups.
* Understanding of the importance of training/qualifications relating to job role.

Essential Skills

* Ability to treat patients with mental health illnesses and disabilities with respect and sensitivity
* Ability implement programmes of care
* Ability to work collaboratively with patients, Occupational Therapist and the wider team.
* Ability to work alone
* Excellent communication skills; oral, written and non-verbal
* Excellent listening skills
* Maintain clear and legible documentation
* Good IT skills
* Ability to demonstrate an organised approach to work, prioritise and meet deadlines
* Use own initiative
* To be able to work within the organisations policies and procedures at all times



Essential Skills/Cont...

* Ability to participate physically in Management of Violence and Aggression

practices.

* Ability to carry out physical duties such as personal care when required.
* Car driver with current, valid, drivers licence Essential Attitude:
* Calm, tolerant, tactful, self-motivated, patient and understanding
* Ability to work in stressful situations
* To present as approachable and courteous to others at all times
* Will offer appropriately balanced and experienced views and be able to demonstrate the ability to work positively with patients and colleagues.

Desirable Knowledge, Skills and Attitudes:

Prior experience of working in a specialist mental health setting Prior experience of lone working

Good literacy and numeracy skills

Experience of working in a secure environment

Experience of running and working as part of a team to create group sessions. Understanding of occupational therapy assessments and the purpose behind them.

Other requirements:

Ability to attend staff meetings as and when required Attend all mandatory training set by the company Participate fully in the supervision and appraisal process

Have the ability to effectively participate in the practice of control and restraint

**This job description is subject to periodic review.**

(Version produced 19/06/18)