



Role Profile

OCCUPATIONAL THERAPY ASSISTANT			
Reference No.	A4518	Type	Individual
Service	Occupational Therapy		
Job Family	Para Professional 4	Grade	FC6

Purpose
To work in partnership with all stakeholders to ensure that all users of the Occupational Therapy Service receive a responsive and effective service.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Reducing levels of risk to service users and others.	Considerable experience in a relevant setting	✓	
	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent		✓
Undertaking assessment of need and risk as directed by the referring Occupational Therapists.	Knowledge of Child and Adult Protection guidelines and information sharing protocols	✓	
Contributing to complex assessments of need and risk.	Experience of joint working to achieve common goals (Work together – See ‘How We Work Matters’ Framework)	✓	
Contributing to/developing care/action plans.	Knowledge of service policies and procedures and resources	✓	
	Knowledge of Occupational Therapy theory to underpin practice in a Community setting.		✓

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Case worker responsibility. Case co-ordination responsibility, effective use of case recording and case file management.	Experience of promoting equality and diversity	✓	
	Experience of case co-ordination/planning		✓
Providing written reports as required.	Communication skills	✓	
Maintaining service user/carer contact as required.	Knowledge of the role of carers and families and the impact this may have on health and well-being	✓	
Promoting/maintaining independence and inclusion.	Negotiating skills	✓	
	Problem solving skills (Take ownership)	✓	
	Report writing skills	✓	
	IT skills (Embrace technology and information)	✓	
Engaging and supporting families and carers.	Knowledge of responsibility for reporting Child and Adult Protection issues	✓	
Working in collaboration with partners e.g. Health Service, Education, Police and voluntary sector agencies.	Experience of multi-disciplinary working and liaison with a range of agencies		✓
	Experience of working in a hospital or community setting (only when working in hospital)	✓	
Improving the outcomes for service users.	Experience of utilising a variety of interventions in working with groups and individuals	✓	
	Knowledge of the value of performance management/ monitoring in Health and Social Care		✓
Applying knowledge and judgement.	Knowledge of Occupational Therapy professional practice models and standards	✓	
Promoting the interests of service users and carers in terms of rights, opportunities, culture and diversity.			

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Ensuring that service users receive an outcome focussed service.	Ability to provide a regular and effective service	✓	
Ensuring that risk assessment and risk management are central to achieving good outcomes.	Experience of engaging with others (Focus on customers)	✓	
Ensure that all interventions and engagement with service users contribute to improving outcomes.	Knowledge of stakeholder objectives	✓	
	Experience of practicing in a way that empowers others	✓	
Ensuring that financial resources are utilised in line with Council policy and procedure.	Range of people skills	✓	
Responsibility for the effective application of the electronic client information system.	Experience of interpreting data	✓	
	Analytical skills (Deliver results)	✓	
Updating and ensuring the accuracy of all relevant client records including health records.			
Collecting, analysing and applying management information effectively, is essential for delivery and development of services.			
Ensuring appropriate quality control procedures and standards are met.	Knowledge of models of good practice within the context of work setting		✓
	Knowledge to identify, adopt and develop models of practice in order to achieve positive outcomes		✓
Observing protocols, guidance and standards including those relevant to confidentiality and information sharing.			
Ensuring the best use and safe housekeeping of any equipment.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.