

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD
DIVISION OF MENTAL HEALTH & LEARNING DISABILITIES
OCCUPATIONAL THERAPY - MENTAL HEALTH SERVICES**

Post Title:	Occupational Therapy Support Worker
Grade:	Band 3
Post Base:	TBC
Hours:	Monday-Friday 9-5pm with flexibility to meet the needs of the service
Reporting to:	Supervising OT /team leader
Accountable:	Professional Lead OT

Job Summary

Under the supervision of a registered OT, the post holder will be expected to assist in providing occupational therapy treatment programmes to adults experiencing mental health difficulties on an individual or group basis.

The post holder will be expected to undertake specific technical and administrative tasks as delegated by the supervising OT.

Key Duties

Clinical

- To work as part of the occupational therapy and the multi-disciplinary team to provide a programme of occupational therapy treatment.
- To carry out specific assessments/interventions under the direction of the OT, following an initial assessment by the qualified OT.
- To work with clients to achieve identified goals. This may be in a wide range of identified areas including daily living skills such as cooking, washing, dressing, social and leisure activities.
- To maintain links with voluntary agencies as part of a patients intervention/discharge plan.
- To be responsible for the running of specific groups unassisted but under the direction of the OT.
- To accompany the OT on home assessments where appropriate.
- To carry out single-handed visits in the community setting carrying out direct intervention as specified by the OT
- To assist the OT in demonstrating, fitting and adjusting equipment as needed.
- To support the OT in arranging assistive technology as required as part of a patients discharge plan.
- To make referrals to other agencies for example, social services, care and repair and voluntary/ third sector services on behalf of the OT and under their direction.
- To communicate in a professional manner
- To document all clinical activity accurately in case notes
- To attend multi-disciplinary meetings and pass on pre-agreed information and feedback
- To give accurate verbal reports to the OT and other health and social care professionals in respect of the patients they may have seen
- To liaise with the OT in relation to treatment programmes that may need adapting
- To ensure that up to date written and electronic records are maintained

- To ensure activity data is maintained in accordance with service and Health Board procedures
- To handle and exchange information with care and sensitivity, maintaining confidentiality at all times
- To be actively involved in managing risk.

Technical/administrative duties

- To be responsible for photocopying, filing and faxing as required
- To ensure that there are appropriate forms and literature necessary for treatment sessions
- To prepare for creative/recreational activities in readiness for group sessions
- To liaise with medical loans stores regarding delivery and collection of equipment
- To ensure equipment is safe, clean and available for group sessions

Self Development

- To adhere to the COT Code of Ethics and Professional Conduct and all relevant Health Board policies and procedures
- To develop up to date knowledge, appropriate to grade and post
- To have responsibility for identifying learning needs in consultation with the supervisor
- To participate in in-service training sessions
- To participate in the Agored (OCN) Support Worker development programme
- To keep a portfolio of your achievements, accomplishments and skill necessary for your role
- To review and reflect on your own practice and performance in line with the Health Board's guidelines and KSF outline
- To participate in regular supervision and appraisal
- To participate in mandatory training.

Communication

- To form professional relationships with clients, treating them with respect at all times and embracing the principles a person centred approach
- To form professional working relationships with the following:
 - Multi Disciplinary Team
 - Carers and Family Members
 - Voluntary Agencies
 - Social Services

Service Delivery

- To participate in the induction of students and new staff within this setting
- To undertake basic procedures as instructed by the OT respecting at all times the dignity, privacy, religious and cultural beliefs of patients
- To respond to patient's/carers queries and direct to the appropriate professional
- To participate in clinical governance and quality improvements as required by the service
- To incorporate new techniques in treatment according to direction from your supervisor
- To take part in audit activity as required by the service

HEALTH & SAFETY AT WORK

All staff are reminded of their responsibilities as employees to take reasonable care of their own health & safety at work and of other persons who may be affected by their acts or omissions at work

You are to attend all mandatory/statutory training according to Aneurin Bevan University Health Board requirements

CONFIDENTIALITY

In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example: medical, nursing or other professional staff, as appropriate. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.

Similarly, no information of a personal confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as serious gross misconduct, which could result in disciplinary action being taken against you. Individuals employed with the Aneurin Bevan University Health Board are responsible for any records they create, use or handle. This responsibility is established at, and defined, by law.

All employees working for or within the NHS who record, handle, store or otherwise come across information, have a personal common-in-law duty of confidence. The Data Protection Act 1988 now places statutory restrictions on the use of personal information, including health information. All staff need to acknowledge the importance of health record and their personal responsibilities.

Its security is of prime importance and serious consequences can result should a record go missing. Any disclosure of such information without permission is a disciplinary offence and may result in dismissal.

REVIEW

The job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the Aneurin Bevan University Health Board's requirements in consultation with yourself

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**PERSON SPECIFICATION
OCCUPATIONAL THERAPY SUPPORT WORKER- Band 3**

Attribute	Essential	Desirable	Measured by Application Form and References and Portfolio	Interview
Education and training	Good command of English language and basic maths		✓	✓
	Level III qualification or equivalent in a health/social care related topic		✓	✓
	IT skills (word processing, email, power point and excel)		✓	✓
			✓	
	Relevant level of Therapy Support Worker Competency		✓	
	GCSE or equivalent in English and Maths		✓	
	Appropriate courses may include, Basic Food Hygiene, Manual Handling, POVA Level 2.		✓	
Experience	Previous experience in a health and/or social care environment		✓	✓
	Previous experience as a therapy assistant or other relevant clinical support worker role		✓	✓

		Some experience of working with people who have mental health problems.	✓	✓
		Experience of working with patients in a group setting.	✓	✓
		Experience of working with people who have challenging behaviours.	✓	✓
		Experience of working in distressing or emotional situations.	✓	✓
Knowledge and understanding	Ability to understand and explain the essential role of OT within Adult Mental Health		✓	✓
	Ability to transfer learned knowledge into practical situations		✓	✓
		A basic understanding of how mental health conditions can affect people in everyday life.	✓	
Skills and attributes	Demonstrates excellent communication skills, is a good listener, tactful and diplomatic.		✓	✓
	Has the ability to communicate with people who have difficulties in expressing their own needs.		✓	✓
	Has a positive disposition and the ability to motivate individuals.		✓	✓
	Problem solving skills		✓	✓
	Has good written skills and the ability to deal with routine administration tasks		✓	✓
	The ability to work effectively in a team		✓	✓

	environment Evidence of ability to use initiative		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Other	The ability to move between sites within the Health Board or patients' homes in a timely manner as demanded by the job	Welsh speaker	✓ ✓	