



Job Title: Therapy Assistant	Role Profile Number: PCDN106
Grade: L Salary:	Date Prepared: 01/07/2022
Directorate/Group: Children, Families and Community Health	Reporting to: Specialist Community Health Services Manager
Structure Chart attached:	No

Job Purpose

- To assist Occupational Therapists and Physiotherapists in the provision of Therapy services to children and young people with disabilities. The service provides both health and social care Occupational Therapy.
- To assist Therapists in schools for children and young people with special educational needs.

Key Accountabilities

- To carry out programs of therapeutic activities to specific children and young people that has been designed and delegated by a qualified Therapist.
- To liaise with the Therapist as required when carrying out delegated tasks and report any changes to the Therapist
- To maintain accurate records, including the use of patient records in accordance with SBC policies and procedures.
- To liaise with a range of other agencies and professionals as required.
- To identify concerns regarding safeguarding of children, following national and local safeguarding policies and procedures to manage these issues.
- To assist Therapists in carrying out equipment reviews.
- To arrange for the provision of equipment and/or minor adaptations to meet identified need, in accordance with local policies and competencies and when delegated by a Therapist.
- To demonstrate correct use of equipment to parents and carers as delegated by the Therapist.
- To produce and manage orders for equipment as requested by Therapists and authorised by the manager of the service using the relevant local electronic and paper-based ordering systems.
- To assist in delivery of therapy sessions alongside Physiotherapists and Occupational Therapists as required. This may include hydrotherapy sessions when required.

Supplementary Accountabilities

- To provide support to the team to contribute to data collection and collation for audits as required.
- To provide administration support to enable therapy equipment to be utilised, to produce guidelines and other service user related information as directed by the therapists as required.
- To provide general administration support and organisation to support the delivery of the service-based work.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.
- You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.
- You must ensure you undertake responsibilities relating to your position as detailed within SBC Health and Safety Policies and procedures.
- You must work in accordance with all data protection and Freedom of Information legislation and SBC information Governance and Information security policies and procedures.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered to reflect the changing needs of the service in conjunction with the post holder.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- To understand the needs of disabled children & young people, their parents and carers.
- To be an effective communicator with a range of groups of people.
- To be competent in using Word and Excel.
- Experience of working with children and young people.
- Experience of working with children with a disability or Special Educational Needs desirable.
- Ability to drive and access to a car for use at work or ability to travel to other venues to deliver work.
- Ability to lone work including visits to children, young people and their families in their own homes when risk assessments are in place.

Qualifications

Level 2 qualifications: A minimum of four GCSE's level 4 and above including, English language & Maths GCSE or equivalent.

and

Level 3 qualifications: You usually need three A-levels or an equivalent qualification at grade C or above such as:

- A BTEC Diploma or Extended Diploma
- International Baccalaureate
- Irish Highers
- Access to Higher Education Diploma
- T Levels

Decision Making

- To be able to prioritise workload with support of Therapists.
- To recognise own scope of practice and to proactively seek advice when needed.

Creativity and Innovation

- Good problem-solving skills
- Able to adapt approach to working with child/young person depending on their needs

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None • <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None • • 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Laptop and mobile and use of equipment safely</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Good verbal communication skills in 1:1 and group settings to explain reasoning to children, young people, parents, carers and professionals.
- Ability to establish working relationships with children, young people and their families and carers whilst delivering the service.
- Ability to work as a team member in a multidisciplinary setting, understanding the roles of other

professionals and agencies.

- Being able to establish working relationships across different settings including people’s homes, schools and multiple health care delivery settings.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- To be based in an operational location anywhere across Swindon but to work across teams as necessary to provide equity of service
- Lone working with potentially aggressive service users in physically challenging environments i.e. dirty houses, pets.
- Potential exposure to body fluids Hepatitis A or B, HIV and Aids
- Use of VDU equipment / computers
- Working in a busy and demanding environment.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	