

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Therapy Assistant

Therapy, Provider Services Adult Social Care

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

This role is working in the community, undertaking skilled support work, completing non-complex assessments, implementing reablement activities identified by the therapists, following action plans, reviewing progress, reporting back to therapists, and writing notes, which supports the optimisation of functional independence reducing the need for long term formal support.

## **Accountable to:**

This role is accountable to the Service Manager for Therapy, but day to day line management is undertaken by an assigned therapist within the team. The role sits within Therapy Services, part of the Provider Services in Adult Social Care in West Northamptonshire Council.

## **Responsibilities:**

1. To undertake preventative and timely non-complex assessments which have been allocated by a therapist, agree an action plan with the person being assessed, and implement the agreed action plan.
2. To undertake person centred delegated therapy tasks, review progress and provide detailed feedback to the therapy team. Some therapy tasks will involve supporting a therapist as a second person to complete therapy work programmes. Monitor and manage their own caseload, responding to person progression and make amendments to the reablement action plan for that person.
3. To achieve and maintain the competencies required for the job role which enable the continued ability to assess function, request, and install, low and mid-level equipment and order emergency repairs, provide therapeutic interventions under the direction of therapy staff to maintain a person's independence.
4. Respond to emergency situations in the community in partnership with health services, assessing who can be supported at home to maintain the person's safety. Undertake risk assessments, manual handling to safeguard people and staff and to meet service standards. This includes positive risk taking under supervision to enable people to live their best lives and achieve their stated outcomes.
5. To communicate effectively with people; relatives; carers; legal guardians; or any other relevant professionals. This may require coaching people and carers on aspects relevant to the therapy interventions. To ensure all communications are delivered in a timely and appropriate way using all the available media such as e-mail, telephone, written and face to face contact.
6. Maintain good links with colleagues, local communities and with other agencies, to enable the person to benefit from the most appropriate services available.
7. To maintain case records, maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good verbal and written communication skills sufficient to write clear, concise, and accurate reports and to enable effective communication with several different agencies	E	A, I
Excellent interpersonal skills with the ability to listen and interact effectively with and on behalf of people and to react appropriately to a crisis situation	E	A, I
Practical approach to resolving problems and achieving results	E	A, I
Full driving licence and access to a vehicle	E	A
Flexible, adaptable, and tolerant to meet the needs of the service	E	A, I
Able to meet the physical requirements of the roles	E	A, I
Ability to attend, successfully complete, and understand the need for and application of mandatory training	E	I
Able to inform people on benefits and application systems	D	A, I
Able to work within set procedures and systems	D	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	A, I
Understanding of equality standards and diversity issues and their impact in social care services	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of delivering reablement within a therapy team	D	A, I
Minimum one year's proven experience of health or care work sufficient to operate without direct supervision	D	A, I
Experience of delivering care services in a community-based setting	D	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Educated to 5 GCSE's or equivalent; Including Maths and English Language at Grade C/4 or above or maths and English level 2 functional skills.	E	A

<p>One set of the following qualifications from the list;</p> <ul style="list-style-type: none"> <li>• Three A Levels at BBC or above (in subjects other than General Studies)</li> <li>• BTEC: 18 units; graded DDM in a health or science related subject</li> <li>• T level: Merit</li> <li>• Access: Level 3 – 15 credits at distinction and 30 at merit</li> <li>• Open University minimum 60 credits</li> </ul>	E	A
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All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

**Additional pre-employment checks specific to this role include** - Enhanced Disclosure and Barring Service check

## Day-to-day in the role:

<b>Hours:</b>	37 hours per week	<b>Primary work base:</b>	Olympus House
<b>Job family band:</b>	?	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	?	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	?		

### Working conditions & how we work:

Job holder will entail regular manual handling, lone working and working as part of a team in the community and driving their own vehicle.

Job holder will be required to be flexible, you will work from an office, people homes and working from home as required.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

