# JOB DESCRIPTION

### Post: Therapy Assistant

**Reporting to: Clinical Lead**

### Job Purpose: Work with people developing, implementing and installing Assistive technology equipment following Initial referral to Assistive Technology to support independence and help minimize the risk of hospitalization or residential care.

### Hours: 37 hours per week

### Base: Haylock House, Kettering

**MAIN RESPONSIBILITIES:**

1. Undertake installation of Assistive Technology equipment, contacting and making own appointments managing own diary to ensure travel and time management is as efficient as possible
2. To support the Assistive Technology team when responding to failed equipment
3. Consider for any further needs identified when completing installations and discuss with Equipment officers or Clinical lead potential for other assistive technology as needed
4. Maintain accurate case records, including utilizing departmental electronic record systems, in order to ensure consistency of support to people and to assist with the smooth running of the service.
5. Carry out reviews where appropriate to ensure effectiveness and efficiency of the equipment. Where necessary make recommendations for potential change in equipment by discussing with Equipment Officer.
6. For identified people where additional expertise is required to refer to Equipment Officer to discuss the individual’s needs.
7. Maintain good links with local communities, within the local authority and with other agencies, to enable the people to benefit from the most appropriate services available.
8. To support to promote the team and to share knowledge and expertise across the system about the benefits and opportunities for technology in supporting people in the community.
9. Engaging within supervision and peer supervision to support own learning and development.
10. To undertake various administrative duties to support the functioning of the Therapy team.
11. 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.
12. Ability to follow health and safety guidance with undergoing the use of power tools.
13. Be aware of the responsibility for individual own health and wellbeing when working independently.

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

## Therapy Assistant Band 3

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION & QUALIFICATIONS** |  |  |
| Satisfactory clearance of an enhanced Disclosure and  Barring Service check | **** |  |
| Educated to GCSE or equivalent | **** |  |
| **EXPERIENCE & KNOWLEDGE** |  |  |
| Minimum one year’s proven experience of health or care  work sufficient to operate without direct supervision |  | **** |
| Relevant experience of understanding and skills needed to work with people in the community |  | **** |
| **ABILITY & SKILLS** |  |  |
| Good verbal and written communication skills sufficient to write clear, concise and accurate reports and to enable effective communication with a number of different  agencies | **** |  |
| Excellent interpersonal skills with the ability to listen and interact effectively with and on behalf of customers and to  react appropriately to a crisis situation | **** |  |
| Practical approach to resolving problems and achieving  results | **** |  |
| Full driving licence and access to a vehicle | **** |  |
| Flexible, adaptable and tolerant to meet the needs of the  service | **** |  |
| Able to meet the physical requirements of the roles | **** |  |
| Ability to attend, successfully complete, and understand the  need for and application of mandatory training | **** |  |
| Able to work within set procedures and systems | **** |  |
| To be self-aware when entering a property and demonstrating respect to the community when attending | **** |  |
| EQUAL OPPORTUNITIES |  |  |
| Ability to demonstrate awareness / understanding of equal opportunities and other people’s behaviour, physical, social  and welfare needs | **** |  |
| Understanding of equality standards and diversity issues  and their impact in social care services |  | **** |

It is expected that someone new to the post would be reasonably competent in the role within approximately six months