

Children and Young People Directorate

JOB DESCRIPTION

Job Title:	Occupational Therapy Assistant (SIT)
Pay Band:	4
Department/Base:	Child and Adolescent Mental Health Specialism (CAMHS)
Directorate:	CYP Specialist Services
Responsible to:	Identified Clinician/Team Lead/Operations Lead
Accountable to:	Service Manager
Job Summary:	To support and assist in the assessment and treatment plans of children/young people, and their families/carers, who are engaged in services delivered by CAMHS, across the county. To consolidate and develop further knowledge and skills under the supervision of an Occupational Therapist.

Key Responsibilities:

- To work within the designated Team, according to the Team practices, ethos and responsibilities.
- To assist the clinicians in CAMHS by providing appropriate occupational therapy assessment, treatment, support and evaluation, under the direction of a qualified member of staff.
- To assist in the overall delivery of care as determined by the lead practitioner in charge, ensuring care plan is carried out in conjunction with the multidisciplinary team.
- To plan and deliver individualised and group therapy programmes within identified areas of competency, and alongside a qualified member of staff.
- To review interventions/programmes and make necessary changes under the supervision of a qualified Occupational Therapist.
- To support group work/workshop interventions throughout the county.

- To work with senior staff to apply evidence based practice or best practice in the work setting.
- To implement monitor and evaluate the care plan and treatment of identified children/young people.
- To assist senior staff in undertaking projects and see them through to completion within agreed timescale.
- To carry out treatment interventions delegated by clinical staff. This service will include service users that may experience anxiety, depression, eating disorders etc.
- To monitor outcomes using accepted outcome measures, and ensure these outcomes are fed back to children/young people and their families/carers appropriately.

1. Communication Requirement

- To maintain a high standard of confidentiality and work within the Trust's Policies and Procedures.
- To be able to communicate effectively with a range of people, including children/young people, families/carers, colleagues and other professionals.
- To be able to communicate effectively in a group/workshop scenario, which may include up to 20 participants.
- To employ a range of non-verbal communication skills that are non-judgemental and appropriate to the situation.
- To recognise potential areas of conflict or difficulties; to know when to resolve and which channels to refer to if outside own scope, to feed back to line manager as necessary.
- To gather information, and assist senior staff to evaluate the information provided, concerning identified children/young people – i.e. school observations.
- To collect accurate and timely data/information to contribute to service standards and procedures.
- To work in partnership with other services, i.e. Child Social Care, Voluntary Service etc.
- To liaise with schools and education staff, explaining the role of Occupational Therapy and CAMHS, and where relevant explain how the child's difficulties will affect their school work and ability to access the National Curriculum.
- To assist with clerical duties when required e.g. collation of data, appointment booking, maintaining an up to date waiting list, sending questionnaires etc.

- To ensure attendance at, and appropriate and professional expression of relevant clinical opinions into team discussions and daily work.
- To ensure the timely, accurate and comprehensive keeping of client records, in line with Trust Policies and Procedures.

2. Personal Development

- To participate in the Trust's Supervision and Appraisal processes.
- To attend identified supervision, peer support, clinical and team meetings, as appropriate.
- To provide support for CAMHS under the supervision and guidance of a qualified member of staff.
- To monitor own interventions and effectiveness, sharing this information with others.
- To provide and respond to feedback constructively and appropriately, raising any issues where appropriate to clinical supervisor or line manager.
- To accept personal responsibility for the actions and quality of own work, liaising with other senior staff
- To be aware of Trust wide and national initiatives within area of work and participate as required.
- To integrate theory/knowledge into clinical practice.
- To demonstrate up to date knowledge, skills and continual improvement by identifying own strengths and weaknesses, taking responsibility for own continuing development with support of senior staff, participating in self-study, learning opportunities, individual and peer supervision, acting as a role model for students, where appropriate.
- To ensure up to date personal awareness and knowledge of Trust wide issues and directives, applying the knowledge in the workplace, including attending appropriate directorate briefings and meetings.
- To participate in relevant training as required.

3. Health and Safety

- To show awareness of safety issues and risk assessment in all areas of work, including community working.
- To maintain a safe working environment, in line with Health and Safety legislation.
- To be vigilant of security issues across the building.

- To report lost swipe cards to main reception.
- To report maintenance issues to main reception or estates.
- To be aware of the fire evacuation procedure for the building.

4. Management Responsibilities

- To assist in the supervision of Occupational Therapy students in the delivery of Occupational Therapy treatments, and to assist/provide feedback as appropriate to the Fieldwork Educators.
- To be responsible along with other CAMHS staff for the training of new staff and students.

5. Clinical Skills

- To use professional skills and knowledge to develop and maintain therapeutic relationships with children/young people and their families/carers, whilst developing and maintaining professional boundaries.
- To be young person and family focused, working collaboratively with key partner organisations, clinicians and other practitioners within the multi-disciplinary team.
- To assist in the design and implementation of service development projects within the service as required
- To effectively manage and prioritise own day-to-day work schedule with support from rest of the team.
- To be an effective team member, working alongside other administration staff and clinical/managerial colleagues.
- To be flexible and adaptable in approach to all work duties.

6. Information Processing

- To use Microsoft Office programmes, including Outlook, Word, Powerpoint, and Excel on a daily basis.
- To utilise available information technology and communication systems within area of work.
- To update and maintain correct ePEX data for service users, including amendments to personal details.
- To maintain information regarding appointments on a daily basis, and to ensure that electronic calendars are kept up to date and in good order.

7. Education, Experience and Workforce Development

- To demonstrate an awareness and understanding relevant to working in a Child and Adolescent Mental Health setting.
- To demonstrate an awareness and understanding of national and local health promotion issues, and incorporate them into own work.
- To demonstrate an awareness and understanding relevant to working in an Occupational Therapy role.

8. Other Specific Roles

- To be able to work weekends and evenings, as required.
- To be able to travel easily across county, and to work from a variety of CAMHS sites, and community settings.
- To assist with the cover of colleagues during absence due to sickness and holidays.
- To apply a flexible approach to the job to meet the changing needs of the Directorate and Trust
- Such other duties appropriate to the grade and the needs of the department, as agreed between the post holder and the Line Manager from time to time

9. Effort Factors

- This post may require lengthy periods of sitting at a desk, or in consultation with young people and their families.
- This post requires the ability to drive and access to a vehicle.
- This post requires standard keyboard skills.
- This post has regular requirement for periods of prolonged concentration, particularly when assisting with clinical care plans, risk assessments and treatment outcome letters and reports.
- This post will involve regular exposure to children/young people who may have experienced significant abuse or trauma.
- This post includes working in a variety of settings, and may include exposure to occasional verbal aggression.

STATUTORY AND MISCELLANEOUS

1. This post is subject to the terms and conditions of employment of Northamptonshire Healthcare NHS Trust.
2. No Smoking – In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds, and all Trust owned or leased vehicles.
3. Annual leave must be booked in conjunction with the team leader/line manager to ensure that service provision is adequately maintained.
4. All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality of patient records and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties..
5. Whilst on duty, the post-holder will be required to wear a name badge issued by Northamptonshire Healthcare NHS Trust; in some parts of the Trust a security identity badge may be required.
6. To be aware of the responsibility of all employees to maintain a safe and healthy environment to patients, visitors and staff.in line with the Health and Safety at Work Act 1974.
7. To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
8. To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.
9. The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures and any breach may result in disciplinary action.
10. It is the duty of all staff working for the Trust to safeguard children and adults and undertake safeguarding of adults and children training at an appropriate level.
11. The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.
12. The post holder will participate in the culture of involvement in NHFT. They will be aware of national and local initiatives in order to promote participation and involvement with young people and families, and will liaise with the relevant staff to ensure that involvement opportunities are shared with the young people and families that they are in contact with.

Professional Registration:

All qualified/professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

Review of Job Description/Person Specification:

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

NOTE: This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

Employee/Manager's Signature:

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

Employee Name: _____

Signature: _____ **Date:** _____

Manager's Name: _____

Signature: _____ **Date:** _____

PERSON SPECIFICATION

Job title: Assistant OT Assistant

	ESSENTIAL	DESIRABLE
TRAINING & QUALIFICATIONS	Ability and willingness to undertake a foundation degree/diploma/HND	Certificate in Community Mental Health Care
EXPERIENCE	Experience of working with children/young people or adults with mental health issues.	Experience of working with children/young people with mental health issues. Previous experience as a mental health support worker or health care assistant.
KNOWLEDGE AND SKILLS	<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be emotive.</p> <p>Good understanding of mental health issues.</p> <p>Knowledge of national policy and legislation (eg. NSF, Mental Health Act, Human Rights Act, NICE guidance).</p> <p>Good understanding of risk assessment and risk management.</p> <p>Excellent interpersonal skills.</p> <p>Sound knowledge of assessment and care planning process.</p> <p>Ability to produce and maintain good quality written reports, audits and records</p> <p>Basic presentation skills.</p>	<p>Basic understanding of recovery models.</p> <p>Ability to assess, plan, implement and review care.</p> <p>Sound mental health clinical skills relevant to scope of practice.</p>

	Working knowledge of Microsoft Word, Powerpoint, Excel and Outlook.	
PERSONAL	<p>An ability to interact effectively with children/young people.</p> <p>An ability to interact effectively with staff from all disciplines.</p> <p>Ability to work in a team.</p> <p>Ability to organise/coordinate group activities and to run groups.</p> <p>Ability to work independently, reliably and consistently under the supervision of a qualified staff member.</p>	An interest in working with children/young people with mental health issues.
OTHER	<p>Ability to travel between locations, as required.</p> <p>Ability to work evenings and weekends, as required.</p> <p>Good self/time management and organisational skills.</p> <p>Professional attitude and role model.</p> <p>Positive and flexible approach to work.</p> <p>Self-motivated and able to work using own initiative</p>	<p>Problem solving skills.</p> <p>Creative and innovative.</p>