

**Job Title:** Therapy Assistant

**Grade:** Band C

**Reports to:** Occupational Therapist/ Physiotherapist

**Role Responsibilities:** No line management or budget responsibilities

### The Role

ECL vision is to be the supplier of choice for Adult Health and Social Care,

The role supports vulnerable adults living in the community to achieve their desired outcomes, including maximising their health, wellbeing and independence, enhancing their quality of life and taking a greater part in their local community. This role therefore requires the ability to deliver a customer centric service.

As a Therapy Assistant you will be working collaboratively with the clinical team within ECL, this includes, Occupational Therapist (OT), Physiotherapist (PT), Speech and Language Therapist (SALT), PBS (Positive Behaviour Support Advisor) and SALT assistant to support the customers who attend the day service across all ECL settings. You will be expected to travel between all ECL day services across Essex.

You will be working under the direction of an OT and PT, with individuals, using specific activities to promote independence in all aspects of daily life. As part of the OT team, you will offer practical support to help people overcome problems in carrying out day-to-day activities of their lives.

The team help people find ways to continue with activities which are important to them. This might involve learning new ways to do things or exploring equipment which will promote safety and independence.

### Job purpose

- To support vulnerable adults who attend ECL Day Centre to achieve their aspirations, including maximising their health, wellbeing and independence, enhancing their quality of life and taking a greater part in their local community.
- To work in an enabling way, coaching, demonstrating, promoting and encouraging independence and person centred care.
- To complete simple moving and handling and mobility assessments and reviews under the supervision and guidance from OT and PT.
- To write up moving and handling risk assessment and mobility plans under the supervision and guidance of OT and PT and keep up to date with case notes.
- An expectation of the role is that you will work across all ECL Day services.

## Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

## Duties and Responsibilities

- To work as part of an integrated health and social care team.
- To implement treatment plans and review equipment or activities as directed and prescribed by the OT & PT.
- To promote independence in all aspects of daily life in line with OT and PT's treatment plans.
- To work with adults of all ages with a range of conditions for example:
  - Supporting customers with complex physical and neurological needs
  - Supporting people with autism and or learning disabilities
  - Supporting people living with dementia
  - Supporting elderly customers with a range physical health needs
- Under the direction of the OT or PT, to assess for and order equipment to maximise safety and promote independence within the day centre setting.
- To assist with the implementation, monitoring and evaluation of care.
- To attend training and meetings with fellow staff for development and sharing of information.

To support the identification of resources required to enhance capacity/resource to deliver stronger, more resilient care.

- To support the OT, PT and Clinical team in regular audit and reporting on clinical practice and KPIs.
- To form effective relationships with other professionals and external providers to support the needs of the customer.
- To promote and adhere to the workplace values of ECL.

- To ensure that customers have choice and control over the service/s they receive and the outcomes they wish to achieve.
- Developing and maintaining good communication with customers, families and carers as well as building relationships with external services. Where required providing support to families and carers to help achieve and maintain the customer's desired outcomes.
- To have a clear understanding of own boundaries of knowledge and safe working practices and to demonstrate these in the performance of the role.
- To ensure the consistent delivery of high quality, professional standard of support.
- To work with the OT & PT to ensure continuation of therapeutic planning by supporting and instructing customer's, families, and caregivers in exercise programs; recommending and/or providing simple equipment.
- To record and pro-actively feedback customer progress against their desired individual outcomes. This includes regularly maintaining and updating records and recording achievements in a clear, timely and appropriate manner in line with company policies.
- To alert management immediately to any incident or development that could have a significant impact on the customer or group of customers. This includes safeguarding the wellbeing and welfare of customers being supported.
- To work responsibly within ECL's policies, procedures and guidelines including Health and Safety and to maintain confidentiality at all times. This includes undertaking all mandatory training and attending staff meetings and events that are deemed relevant to the role and contribute to your continuing personal development as well as responding to the needs of the customers.
- To meet outcome based performance targets determined by the business and to contribute to the identification and implementation of new and improved ways of delivering services to customers.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

## Person Specification

### Key Skills and Competence

- To have an interest and knowledge base of Occupational therapy and Physiotherapy's application.
- To have relevant work experience/ shadowing experience within a Therapeutic environment.
- Previous experience and a commitment to supporting vulnerable people
- Hold a full, valid driving license, with business insurance
- Caring and compassionate with the ability to encourage and coach individuals in an enabling way.
- Good listening and communication skills, both written and verbal are essential, with experience in building positive working relationships with colleagues and customers.
- Ability to work on own initiative and within professional boundaries.
- Can demonstrate a willingness to work flexibly within a changing work environment.
- Keeping accurate customer records.

### Values and Behaviours

- Caring
- Excellence
- Teamwork
- Integrity

## Our Values



Caring

Supporting others with care, compassion, and positive engagement.



Excellence

Working efficiently and innovatively to achieve excellence.



Teamwork

Working together to achieve our common goals.



Integrity

Being open and having the courage to do what is right