

Occupational Therapy Assistant Job Description

Job Title: Occupational Therapy Assistant

Base Location: London Children's Practice 1A Queripel House,
Duke of York Square

Responsible to: London Children's Practice Directors and COO

Client group: Children 2-19 years within Schools/clinic

Essential requirements:

- Bachelor's Degree in relevant area
- GCSEs or equivalent
- Experience of working with children
- Effective communication professional skills

Desirable

- Previous experience of working within health care
- Previous experience working with children with additional needs
- People management experience

Main duties are as follows:

CORE ACTIVITIES

To assist in the occupational needs of clients with a range of requirements.

- Duties will be, but not limited to the following:
- Execute appropriate intervention under guidance from OT individual or group
- Support indirect actions of OT such as compiling programmes, reviewing
- prioritise and scheduling support.
- Continuous evaluation of treatment outcomes and review
- Attendance at case discussion alongside treating OT
- Advocate for child and family needs
- Flagging to treating OT additional areas of need
- To be responsible for managing a defined caseload under guidance of OT
- To work under the guidance of treating OT's and team lead
- To work collaboratively with colleagues from other professions and agencies,
- in particular schools
- To maintain accurate, up to date records for each client
- To maintain clinical space, resources and preform set duties
- Support OTs within their day-to-day role
- Take some responsibility for own learning and development

Managing own Performance and Development

- Being aware of and complying with policies and procedures relating to
- safeguarding, child protection, health, safety and security, confidentiality and
- data protection, and reporting all concerns to an appropriate designated
- person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development
- Maintain up to date records of CPD, Supervision and individual professional
- development plan.
- Seek out individual learning opportunities internally and externally to LCP
- Ensure you are adequately prepared to perform duties required of you
- Manage own sick leave and follow report and communication procedures

TEAM ROLE

- To attend and contribute to team and department meetings
- To contribute to team/service developments and projects within LCP
- To liaise with other relevant professionals and contribute to multidisciplinary
- and multi-agency meetings as appropriate
- To provide reports, information, and advice on the needs of this client group
- To disseminate knowledge and training within LCP

CLINICAL GOVERNANCE

- To adhere to National and local standards relating to professional practice
- and maintain quality standards of service
- To adhere to HCPC ethics and guidelines and work within your scope of
- practice
- To continuously develop clinical expertise and achieve goals set for personal
- and professional development, with reference to ROT guidelines
- To attend workplace on time and prepared to be accountable for your time
- To maintain up to date knowledge of:
 - Relevant clinical developments
 - Relevant legislation
 - Employers' policies and procedures
 - To comply with Health & Safety guidance
 - To comply with Safeguarding policy and guidelines
 - To represent LCP's core values at all times
 - Notify LCP of any changes to your registration or criminal history