mind Coventry, Warwickshire and Worcestershire

Job Description

JOB TITLE	Occupational Therapy Assistant (OTA)
DEPARTMENT	Berry Mews/St Clair Gardens
HOURS	37 hours, Full time (Occasional evenings and weekends if service requires)
REPORTING TO	Service Manager/Occupational Therapist

JOB SUMMARY	The Occupational Therapy Assistant will work as part of the Occupational Therapy service, under the direction, delegation and supervision of the Occupational Therapist. The post holder will support the delivery of a needs-led, person-centred and outcome-focused Occupational Therapy service. A key part of the role will be delivering delegated Occupational Therapy interventions to residents who have been assessed by the Occupational Therapist and have identified occupational goals and an agreed intervention plan. The Occupational Therapy Assistant will work directly with residents to develop independence, functional ability, confidence, routines, participation and engagement in meaningful occupation. The post holder will provide clear observations and feedback regarding residents' occupational performance and progress, contributing to Occupational Therapy reviews and helping the Occupational Therapist determine whether interventions should continue, be adapted, transferred or concluded. The OTA will work within their agreed role, competence and level of responsibility. Responsibility for Occupational Therapy assessment, occupational formulation, clinical reasoning, intervention planning and formal review remains with the Occupational Therapist.

KEY RESPONSIBILITIES
STAFF RESPONSIBILITY **Deliver Delegated Occupational Therapy Interventions** • Under the direction of the Occupational Therapist, the Occupational Therapy Assistant will deliver Occupational Therapy interventions that have been assessed, planned and delegated by the Occupational Therapist.

- The OTA will work with residents towards clearly identified occupational goals and follow agreed intervention plans and communicate where these may require review or adaptation.
- The post holder will support graded approaches to developing occupational performance and participation.
- The post holder will provide individual or small-group intervention where this forms part of an agreed OT plan.
- They will support residents to practise and consolidate skills between Occupational Therapist reviews.
- The OTA will encourage residents to take an active role in their own goals and recovery and promote independence rather than creating unnecessary dependence upon staff support.

Functional Skills and Activities of Daily Living

- The post holder may support residents to develop, practise or maintain skills relating to personal and domestic activities of daily living to aid independent living. The support may include meal preparation and kitchen skills, laundry and household tasks, shopping and support with money related functional tasks, where appropriate.
- The OTA will also support the residents with organisation and planning, establishing and maintaining routines, time management and development or re-establishment of occupational roles.
- The post holder will be involved in support the residents with community access, the use of public transport where appropriate, leisure and meaningful occupation and social participation.
- The OTA will help prepare residents for discharge, transition or increased independence.
- Interventions will be undertaken according to an agreed OT plan and within the post holder's competence.

Graded Occupational Engagement

- The Occupational Therapy Assistant will support residents who may experience difficulties with motivation, confidence, initiation or engagement.
- The OTA will support residents to identify manageable steps towards occupational goals using graded approaches to increase participation.
- The post holder will support residents to establish sustainable routines, encouraging engagement in meaningful occupations and helping residents to transfer skills from structured sessions into everyday situations.
- The post hold will reinforce strategies identified by the Occupational Therapist.
- The OTA will support residents to develop confidence through successful occupational participation helping to enable increasing independence and reduce reliance upon individual staff support wherever appropriate.
- The Occupational Therapy Assistant will work within their level of competence and

delegated responsibility.

- The OTA will not independently undertake responsibilities requiring registered Occupational Therapist assessment or clinical reasoning including:

    - Independent Occupational Therapy assessment and diagnosis of occupational need.
    - Occupational formulation.
    - Independent development of complex OT intervention plans.
    - Independent management of complex occupational risk.
    - Significant changes to OT goals or intervention plans without discussion with the Occupational Therapist.
    - Formal decisions regarding discharge from Occupational Therapy.
    - Decisions regarding clinically justified extension of OT intervention.

- Where complexity or risk exceeds the OTA's role or competence, the matter must be referred to the Occupational Therapist.

CLIENT RESPONSIBILITY

Community-Based Occupational Intervention

- Where identified within the OT intervention plan and appropriate to the post holder's competence, the OTA may undertake community-based work with residents.

- The OTA may be involved in practising community access, supporting use of local facilities and resources, developing the residents travel skills, practising shopping and other functional community tasks.

- The OTA will support residents to develop confidence outside the service, exploring opportunities for meaningful occupation within the community.

- The post holder will support occupational goals relating to discharge or transition.

- The OTA will follow relevant risk management procedures and report any concerns or significant changes to the Occupational Therapist.

- The Occupational Therapy Assistant will support the delivery of the service's needs-led 12-Week Occupational Therapy pathway.

- Following OT assessment and intervention planning, the OTA may provide regular delegated intervention during an episode of care.

- The OTA will contribute information to reviews by reporting progress, occupational performance, engagement and barriers identified during intervention.

- As residents progress, intervention should increasingly focus on consolidating skills, increasing independence, generalising skills into everyday environments, developing sustainable routines and reducing reliance on individual OT/OTA input where appropriate.

- The post holder will help to identifying strategies that can continue following discharge from active Occupational Therapy.

- The Occupational Therapist remains responsible for determining whether OT intervention should continue, be adapted, transferred, extended or concluded.

LIAISON

Observation of Occupational Performance

- Provide the Occupational Therapist with meaningful information about how residents perform during intervention.
- The post holder will observe and report relevant information relating to areas such as: level of independence, initiation and motivation, ability to follow routines or sequences, organisation and planning, problem solving, engagement and participation, need for prompting or assistance, confidence, progress towards agreed goals, barriers to participation, functional performance, ability to generalise skills.
- The OTA will also report any changes from previous levels of functioning.
- The OTA will distinguish between factual observation and clinical interpretation, referring matters requiring Occupational Therapy assessment or clinical reasoning to the Occupational Therapist.
- The Occupational Therapy Assistant will work collaboratively with the Occupational Therapist, Activity Coordinators, Nurses and care staff, external teams, residents and their families or carers and other members of the multidisciplinary team.
- The OTA may communicate agreed OT strategies to relevant staff to support residents to practise occupational skills within everyday life.
- Where appropriate, the OTA may also work alongside Activity Coordinators to support the transfer of residents from individual OT intervention into sustainable participation in the wider activity programme

EVALUATION AND MONITORING

- The Occupational Therapy Assistant will monitor residents' progress during delegated interventions, recording progress towards agreed occupational goals.
- Identify where goals appear to have been achieved and where progress is limited or barriers have emerged.
- Report significant changes in occupational performance to the Occupational Therapist.
- Contribute relevant information to midpoint and formal OT reviews.
- Support the collection of outcome information where directed by the Occupational Therapist.
- Implement revised intervention plans following OT review.
- Residents will not automatically continue receiving OTA intervention solely because they have previously received it. Intervention should remain linked to an identified occupational need, agreed goals and an active OT plan.
- The post holder will maintain clear, accurate and timely records of interventions undertaken, documenting the purpose of the intervention, activities or interventions completed, level of resident participation and engagement and any observations of occupational performance.
- The post holder will also record the level of assistance or prompting required, progress

towards agreed goals including any difficulties or barriers identified and any actions or follow-ups required.

- The post hold will record any relevant risk or safety information.

COMMUNICATION

- The OTA will maintain regular communication with the supervising Occupational Therapist.
- The post holder should promptly report any significant changes in occupational performance, changes in physical or mental presentation affecting intervention, new occupational difficulties, significant deterioration or improvement, difficulties implementing an agreed intervention, any situations falling outside the delegated plan and any situations requiring further assessment or clinical reasoning.
- The post holder should promptly report any concerns regarding risk or safety.
- Where an intervention no longer appears appropriate, the OTA should seek review from the Occupational Therapist rather than independently making significant changes to the OT plan.

OTHER DUTIES

- The OHA must comply with organisational policies relating to record keeping, confidentiality and information governance.
- Adhere to relevant safeguarding policies.
- Follow health and safety and risk management procedures.
- Maintain appropriate professional boundaries.
- To participate in training as appropriate and to attend regular personal supervision sessions.
- To undertake these duties in a framework that recognises the diversity of clients and encourages equality of opportunity for all, promoting dignity, choice, independence and respect.
- To contribute fully to the corporate aims and objectives and work within CWW Mind's values, policies, and procedure.
- To undertake any other duties as delegated, which are deemed appropriate within the grade and responsibilities of the post and following consultation with the post holder

This job description may be subject to change by agreement from time to time, to reflect the changing needs of CWW Mind or the funders

Person Specification

Coventry, Warwickshire and Worcestershire Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Coventry, Warwickshire and Worcestershire Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are encouraged to take part in a comprehensive training package. The organisation would expect the following from staff:	
	Essential/Desirable
EXPERIENCE • Experience of working with people who have health, mental health, social care, rehabilitation or support needs. • Experience of supporting individuals to develop or maintain independence. • Experience of working towards identified goals or support plans. • Experience of accurately recording interventions, observations or progress. • Previous experience as an Occupational Therapy Assistant, Therapy Assistant or Rehabilitation Assistant. • Experience within mental health, residential, rehabilitation or community services. • Experience supporting activities of daily living and independent living skills. • Experience of graded occupational or rehabilitation interventions. • Experience of community-based interventions. • Experience of working within a structured clinical pathway or goal-based intervention model.	E E E E D D D D D D
SKILLS AND ABILITIES • Ability to develop positive therapeutic working relationships. • Ability to motivate and encourage residents while maintaining appropriate boundaries. • Ability to follow an agreed intervention plan. • Ability to observe and accurately describe functional and occupational performance. • Ability to recognise changes or concerns and escalate appropriately. • Good verbal and written communication skills. • Good organisational and time-management skills. • Ability to work independently within delegated responsibilities while seeking guidance appropriately. • Ability to work effectively as part of a multidisciplinary team. • Ability to adapt communication and approach according to individual need. • Ability to promote independence rather than dependency.	E E E E E E E E E E E E
KNOWLEDGE • Understanding of person-centred care. • Understanding of the importance of independence, meaningful occupation and participation. • Understanding of professional boundaries and delegated working. • Awareness of safeguarding, confidentiality and risk management. • Knowledge of Occupational Therapy principles. • Understanding of recovery-focused practice.	E E E E D D
EDUCATION / QUALIFICATIONS • Relevant health, social care, rehabilitation or Occupational Therapy	E

Assistant qualification, or equivalent experience appropriate to the role. • Evidence of continuing professional Development.	E
ATTITUDES • A commitment to working within a framework that recognises the equity and diversity of service users and encourages equality and opportunity for all. • A commitment to the participation of service users in decision-making processes, and in the design and delivery of the services they access. • A commitment to ongoing personal development and training. • A commitment to the purpose, vision, mission and values of the organisation.	E E E E

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Date produced		October 2026