# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title**: Integrated Therapy Coordinator

**Department:** Adult Social Care and Health

**Grade:** [Single Status 9](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Senior Practitioner Occupational Therapist

# Purpose of the Role:

The service supports clients with a short term reablement programme and is a partnership between East Sussex County Council and Healthcare Trust.

The team help people remain in their own home and maximise their independence, avoid going into hospital unnecessarily and become independent as soon as possible after a stay in hospital.

You will work within a designated locality area as part of a multi-disciplinary team to provide a flexible range of integrated, therapeutic services for clients receiving a reablement package; to identify and review individual clients’ needs, ensuring that they are receiving an effective and appropriate service.

You will manage the coordination of the therapy team within reablement (across your designated locality within East Sussex Healthcare NHS Trust and East Sussex County Council), promoting independence, choice & well-being.

The role is varied and fast paced working with many clients with various conditions and allows you to expand your knowledge and gives you the opportunity to work closely with different services. This role will test your innovation and allow you to use your inititave, work automously and you will be supporting clients to work towards their reablement goals.

# Key tasks:

1. Assess, plan, implement, monitor and evaluate individual programmes of client care, service plans and Reablement packages in accordance with identified needs and goals utilising evidenced-based best practice.
2. Take responsibility for the coordination of therapy provision for reablement clients. Ensuring the timely sharing of information to enable the Therapists and Rehabilitation Support Workers to implement the therapy.
3. Prioritise and co-ordinate caseload and act as the lead for clients referred for services.
4. Support the service to induct new staff. Act as a lead/champion for the Reablement Competencies and Reablement Assistance Programme (REAP) . You will also be responsible for the delivery of relevant training of staff within the team.
5. Support clients by identifying and managing, through risk assessment, potentially hazardous or threatening situations and to ensure safety and support of staff and clients at all times.
6. Able to make decisions as a lone worker on home visits, in relation to changing situations, unpredictable deterioration in health or condition as well as health and safety.
7. Assist client and carers in achieving optimal independence using best practice and national policy and guidelines. Refer on to the relevant services, where appropriate.
8. Operate as a trusted assessor to prescribe simple equipment and assist in the coordination of the JCR equipment store.
9. Work in partnership with the duty triaging team to screen incoming referrals to the service. Carrying out face to face initial assessments and screenings as required.
10. Liaise with health care and other agencies where appropriate, providing clinical advice, disseminating evidenced based/best practice. To participate in planning meetings sharing information with the MDT, seeking updates in relation to client progression and contributing to the completion of discharge summaries at the end of the service.
11. Record accurate client data utilising the information systems employed by the organisation and complete data returns in a timely fashion according to organisational policy.
12. Work within organisational policies, guidance, standards and procedures also utilising recognised professional documents that support clinical and professional practice.

# PERSON SPECIFICATION

# Essential education and qualifications

1. QCF level 2 in English and Maths or ability to pass assessment at interview
2. Proven CPD in a relevant health / social care context
3. Level 5 Health and Social Care/Associate Practitioner qualification or willingness to complete Assistant Practitioner (Health), Level 5 apprenticeship which will be funded by the Council.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships) on our website.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Experience of working in a relevant caring or health profession.
2. Experience of providing care / services to clients / patients
3. Experience in prioritising competing demands and planning own work.
4. Knowledge and experience of using daily living equipment
5. Awareness of Health & Safety issues.
6. Understanding of good practice in relation to supporting clients/patients.
7. Understanding of local and National Care Standards and guidance.
8. Knowledge of guidance and national drivers in relation to Adult Social Care and Health including safeguarding
9. Ability to work as part of a multi-disciplinary team or work on own.
10. Communication skills with the ability to produce detailed written reports on technical matters for a broad audience.
11. Ability to use initiative and prioritise own and others’ workload matching needs and skills.
12. Able to travel to various locations within the county.
13. Time management skills
14. Ability to assess, develop, implement and evaluate programmes of reablement care
15. Ability to delegate and prioritise caseload and communicate across multiagency i.e. NHS/ASC.
16. Ability to work flexibly
17. An enabling and flexible attitude which enhances individuality, independence and self-determination.
18. Ability to use initiative and exercise discretion when demands are conflicting and competing.
19. Self-motivated, with the ability to motivate and encourage others.
20. The ability to travel easily and have a full driving license.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. NVQ2/3 in care or other relevant discipline
2. Relevant degree/Management qualification and/or clinical professional experience.
3. Experience of staff /training and induction.
4. Assessment of patients’ / clients’ needs
5. Experience of identifying and prescribing daily living equipment.
6. Health education and promotion
7. Understanding of safeguarding vulnerable adults and children procedures.
8. Involvement and experience of inter-agency working

**Document version control:**

Date created/amended: June 2024

Name of person created/amended document: JH

Job Evaluation Reference: 13359

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | Yes |