

## Job Description

**Job Title:** Therapist's Assistant.

**Reports to:** SUCH Project Lead.

**Salary:** £10.30 per hour.

**Pension:** Up to 7% (non-contractual).

**Contract:** Fixed Term until 31 March 2021 with 3 months' probation.

**Hours:** Role 1: x4 hours . Role 2: x2.5 hours.

**Location:** In-patient wards – Role 1: Taunton (Thursday), Role 2: Yeovil (Friday).

*Please specify in your covering letter if you are able to cover both locations.*

**Holiday:** 20 days plus 8 days bank holidays pro-rata.

### Job Purpose

- To manage the attendance of patients for therapy treatment sessions to ensure a maximum take-up of appointments.
- To interview patients after treatment and provide this feedback data in an appropriate format.
- To liaise with the therapist throughout the work in the hospital.
- Use of car essential as the post-holder will need to travel to work in a range of mental health hospitals in Somerset.
- Provide cover for other therapist's assistants where possible.
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### Main Tasks:

- Help bring all necessary equipment into the hospital, and out of it at the end of the day.
- Ensure the equipment is set up in the correct room, and that oils, data files, CD player, etc. are all ready for use.
- Collect and (at the end of the day) return personal alarms.
- Collect the day's list of patients from the office.
- Check the files of each patient and provide new client packs and MYCAW forms as required.
- Check the whereabouts of each patient, and, if necessary, substitute this patient's appointment with another patient if the first patient is not going to attend.
- Prepare each patient, collecting them from wherever they are, and ensuring they know what therapy they will be receiving; respond to any questions they may ask.
- Collect from the office any relevant details about each patient's medication (having first gained their permission).
- Adjust the appointments as necessary by changing times and/or patients to ensure maximum take-up of appointments.
- Book in members of staff where appropriate.

- Enable each patient to give feedback on their session, writing down what they say in readiness for a presentation of feedback.
- Assist patients who need help returning to their rooms.
- Ensure all patient notes are completed, noticing how many clean towels and used towels there are (they must be kept in separate bags).
- Count and return bottles of oils to the portable bag, ensuring that exactly the correct number are returned (bearing in mind the health and safety of the patients).
- Return all equipment and files to their correct locations.

### In addition

The post-holder is responsible for:

- Maintaining security at all times (e.g. closing and locking doors after using them, keeping passcodes confidential from patients).
- Ensuring that no dangerous objects are left around with which patients could harm themselves, such as bottles, CDs, pens and pencils, etc.
- Any irregularities of hospital equipment and resources, or inappropriate behaviour by patients is reported immediately to the appropriate member of staff.
- Use a personal alarm if in any danger from a patient.
- Respond to the sounding of a personal alarm and provide assistance as appropriate.
- Engaging fully with the values and community of Mind in Somerset. There is an expectation to attend and actively participate in staff meetings and training events when appropriate and/or required.
- Attending monthly one-to-one supervision with line manager.
- Abiding by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Carrying out any other appropriate tasks requested by the manager, to ensure the effective delivery and development of the service.
- Working in an inclusive and culturally sensitive way for all service-users; being responsive to individual needs and challenging stigma and discrimination.
- Covering leave and absences where required if possible.
- Any other duties as required.

### Person Specification

Criteria	Details	Essential (E) / Desirable (D)
<b>Education and Qualifications</b>	Good literacy and numeracy skills demonstrated by a good standard of GCSEs, including Maths and English.	<b>E</b>
<b>Knowledge and Experience</b>	A clear understanding of working with vulnerable adults.	<b>D</b>
	Some knowledge and an understanding of mental health issues.	<b>D</b>
	An interest in complementary therapies	<b>D</b>
	Knowledge of health and safety issues, especially those relevant to mental health.	<b>D</b>
	Knowledge of safeguarding policies and procedures relating to adults.	<b>D</b>

<b>Skills</b>	Good communication, listening and interpersonal skills	<b>E</b>
	Enthusiasm and motivation	<b>E</b>
	Ability to be open, warm, friendly and sociable	<b>E</b>
	Ability to demonstrate tolerance, patience and tact	<b>E</b>
	Ability to maintain confidentiality	<b>E</b>
	Ability to respond calmly and appropriately in a crisis	<b>E</b>
	Ability to work on own initiative and as part of a team	<b>E</b>
	A willingness to seek support when required	<b>E</b>
	Ability to manage time and resources cost-effectively	<b>E</b>
	Act in ways that support equality and promote diversity.	<b>E</b>
<b>Personal Attributes and Qualities</b>	An enthusiastic and 'can do' attitude.	<b>E</b>
	Commitment to service-user participation and involvement.	<b>E</b>
	Ability to recognise own training and development needs and willingness to participate in training and development opportunities.	<b>E</b>
	Self-reliance, common-sense, trust, integrity, and humour.	<b>E</b>
	A team player who is willing to be flexible with the working hours and considerate in supporting colleagues.	<b>E</b>