

Job description

Job title	Occupational Therapy Assistant
Contract	Permanent
Hours	Up to full time – Part time available, and flexible working considered
Salary	£21,547 - £25,388
Service setting	Across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy

- Treatment and support

- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise

community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

You will be working as part of our Core Services teams, supporting people to work towards what is meaningful for them. In this role, you will use your specialist occupational therapy knowledge and skills to help people build independent living skills, using creative approaches which keep people at the centre of their support. You will bring your knowledge and skills to a multidisciplinary team and work together to offer robust support packages.

Responsibilities

- To work as a member of the multi skilled teams providing support to members of the Jewish community experiencing issues with their mental health.
- To support people to accomplish goals using recovery focused, person-centred, graded approaches
- To create and carry out bespoke support plans together with people, working with them to identify goals, strengths, and support needed
- To manage 1:1 caseload
- To facilitate recovery focused groups
- To work as full and effective member of staff team
- To provide specialist skills using recognised standardised and non-standardised evidence-based assessment tools.
- To facilitate face to face, telephone, and video conferencing, initial assessments and periodic reviews as required
- To enable and encourage individuals to live as independently as possible through interventions that focus on:
 - Domestic activities of daily living as such cooking skills, cleaning and shopping.
 - Independent living tasks such as budgeting, bill paying and tenancy issues.
 - Support and development of communication and interaction skills.
 - Encouraging involvement in meaningful activities through local groups, volunteering, educational institutions, employment.
- To bring professional learning and expertise to colleagues through team meetings and joint working
- To support people to access services within Jami and externally, by advocating for them and accompanying them when appropriate.

In Line with the service user involvement strategy, coproduce:

- Meaningful support plans with caseload clients
- User led activities designed to develop people's skills / strengths, promote independence, self-esteem and self-worth
- New initiatives which seek to improve social inclusion and quality of life
 - To liaise with statutory and non-statutory organizations to provide coordinated support
 - To maintain up to date and accurate electronic records as required by existing procedures
 - To participate in service audits and research projects.
 - Maintain own personal development and keep up to date with current knowledge and health and social care agenda through reading, attending study days, conferences and meetings as appropriate
 - Work within Health and Safety guidelines, with reference to the Lone Worker Policy and individual risk assessments
 - Compliance with the Equality Act, and Health and Safety legislation
 - Attend regular supervision with named supervisor
 - Participate in the organisation's appraisal process
 - Ensure that all activities are operated in a way which is consistent with the values of Jami and the Jewish community it serves.
 - Carry out any other reasonable duties as requested by your line manager or another designated senior manager

Key relationships

All members of core service teams

Compeer and Volunteering team

Head Room café team

Education team

External agencies including statutory services, and voluntary organisations

Training and Qualifications

Essential	Desirable
Working towards professional qualification in Occupational Therapy (or evidence that this qualification is soon to be awarded)	

Knowledge and Experience

Essential	Desirable
<p>Experience of working with people in a health and/or social care setting</p> <p>An understanding of the socioeconomic factors that can impact on someone's mental health</p> <p>Experience carrying out assessments</p> <p>Experience of collaboratively creating intervention plans and goal setting</p> <p>Ability to develop rapport with clients, colleagues, and external agencies</p> <p>An understanding of Occupational Therapy theory and models of practice</p> <p>Experience supporting people to develop and maintain daily living skills</p> <p>Strong ability and willingness to work as part of a team; to both carry out joint work and advise and receive advice from colleagues</p> <p>Ability to develop practical solutions to problems as they arise</p> <p>Ability and willingness to actively listen to people; clients and colleagues alike</p>	<p>Ability to gather, analyse and interpret data</p> <p>Experience facilitating groups</p> <p>Personal experience of using mental health services and/or mental health problems, distress or trauma</p> <p>Knowledge of Trauma Informed Practice</p>

Ability to reflect on work and engage with supervision process	
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Ability to always treat service users with respect and dignity, adopting a culturally sensitive approach, which considers the needs of the whole person.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the postholder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not progress further.

Equality and diversity

Jami is proud to be an equal opportunity workplace. We recognise and promote the positive value of diversity, equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Raisel Byrne** on 020 8458 2223 or email raisel.byrne@jamiuk.org

To apply for the role, please send your CV and covering letter to recruitment@jamiuk.org. Closing date for applications **16th November 2022**