

A.A. AGENCY LTD.

Please note all our employers are Local Authority.

JOB TITLE: Occupational Therapist

REPORTS TO: Operations Manager

RESPONSIBLE FOR: No Employees

Rate: £18.00 p/h

CRB Required.

Locations: Tower Hamlet, New Ham, Richmond, Twickenham, Croydon, Bromley, Waltham Forest, Camden, Kensington & Chelsea, Islington, Southwark. Greenwich, City of London Etc.

KEY ACCOUNTABILITIES:

To use professional skills, abilities, knowledge and experience to undertake mobility assessments of clients applying for transport concession(s).

To provide a detailed report regarding clients level of mobility and ability and make a recommendation as to whether a client meets the provided eligibility criteria for the concession, with explicit reasoning.

MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out a mobility assessment to determine a clients eligibility for one or more accessible transport schemes including a disabled person freedom pass, Voucher Scheme, Taxicard, Blue Badge Parking Permit or other accessible transport schemes as may be specified from time to time.
2. To observe, discuss and assess the clients' level of ability and mobility on arrival, during and after assessment
3. To manage the timing of mobility assessments so to ensure appointments run to schedule. The approximate length of the physical mobility assessment should take 20-30 minutes. This is followed by a write up of the assessment to report on findings. The report will take approx 25 minutes.
4. To check the identity of all clients attending the mobility assessment against the photograph provided in the application pack for each client.
5. To make a professional judgment, according to the outcome of the assessment, to recommend a course of action to the Operations Manager , regarding each client's eligibility for the appropriate scheme(s).
6. To clearly state your reasons for each recommendation in each clients report. This information may subsequently form the basis of an appeal; against the Council's

decision by the client.

7. To be shadowed or observed by the Operations Manager or other individual designated by the service, on the first day of a mobility clinic. After this day it is expected that assessments will be undertaken alone.
8. To carry out screening of applicants within and during the allotted time, or if applicants do not turn up for appointments, to use that time to undertake paper assessments where appropriate or otherwise liaise with the ATU on work to be undertaken relating to assessments.
9. To manage paperwork throughout the day to ensure all paperwork is in correct sleeve and that all reports and recommendations are complete. At the end of the day all assessments will be collected together and given to the Operations Manager or other designated member of ATU staff.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.