

JOB DESCRIPTION: Occupational Therapist

SERVICE: Options Autism/ Acorn Education & Care

Title: Occupational Therapist

Location:

Hours: 37.5 hours per week

Salary: £28,000-33,000 per annum

Managerially accountable to:

Role Summary:

This role is suitable for newly qualified occupational therapists. Initially you will be required to work under supervision in the various schools/care homes while completing your preceptorship year. However, following competencies being signed off by your supervisor, you will be able to work more independently within the team. As a registered practitioner you are personally responsible for your professional practice and maintenance of CPD. You will work closely with your supervisor to create a responsive service in the schools/care homes where you work, and to ensure that wherever possible evidence-based practice is delivered in line with OFG policies and guidelines. As part of the multi-disciplinary team, you will assess and treat individuals within the service, delivering meaningful activity within an individual and group environment. You will be required to do screening and assessment as required, with report writing being supported by your supervisor initially. You may work with an occupational therapy assistant on site to deliver intervention programmes.

JOB PURPOSE

You will be working as part of a multidisciplinary team to provide a specialist occupational therapy service. You will work collaboratively with the team, the service and the wider community teams to promote the wellbeing and best interest of the young people and support them to achieve their goals, aims and objectives. You will undertake all aspects of your duties, working within ethical frameworks, as per the requirements of professional conduct.

You will be expected to provide advice, information and training for staff members and others such as family, carers and Local Authorities in multiple subject areas. Professional development of staff in your setting should be supported through dissemination of understanding, knowledge and good evidenced based practice.

KEY STAKEHOLDERS

Internal:

- Other staff within the Clinical and Professional team
- Staff in other departments within the Centre
- Staff in other Centres in the Region
- Central Office Staff

External:

- The Relatives, advocates and others of the children, young people and young adults we support
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community
- Neighbours

KEY RESPONSIBILITIES

Professional and Clinical:

- To carry out Occupational Therapy (OT) assessments of children/ young people/ adults with diverse presentations to identify needs and develop and support the delivery of individualised intervention programmes
- To model standards of best practice in line with Care Quality Commission outcomes and the principles of Clinical Governance within own professional activities
- To make decisions about treatment options considering relevant evidence-based research, theory, practice and highly complex factors concerning historical and development processes which have shaped the specific client group and their families
- To formulate plans for the treatment, management and support of the specific client groups based on sound OT understanding; that employs evidence-based practice and that are integrated into the overall education, care and treatment plans

- To provide expertise in OT principles and techniques through advice and consultation with other members of staff, attending regular clinical supervision
- To work with own caseload under guidance of clinical supervisor/clinical lead to provide direct assessment and intervention
- To provide advice, consultation, teaching and training within the service and to external agencies around the scope of OT
- To participate in the process of the assessment of referrals that are received
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload and during advice and consultation offered to others
- To attend and contribute, as a clinician, to multi-disciplinary and multi-agency meetings, which encompasses the education, residential and clinical services, as appropriate and when required
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers
- To communicate and share information in a skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational
- To ensure that all members of the team have access to an OT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of knowledge, research and theory
- Ensure that standards of excellence are maintained, especially in relation to OT programmes for the individuals within the designated services
- To participate in the evaluation of clinical work and to contribute to the development of best evidence-based practice for OT within the Company
- To exercise professional responsibility based on the Code of Professional Conduct and Ethics of the relevant OT professional body such as RCOT
- To maintain the highest standards of clinical record keeping and report writing, this could be online or written records, specifically determined by the site
- To maintain own continued professional development activities log

Staff:

- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members
- Promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body
- Work as a team member and identify opportunities for collaborating with colleagues and sharing the development of effective practice with them

Teaching, Training and Supervision:

- To provide advice, consultation and training to all employees, contributing to the development of effective and properly evaluated ongoing staff development and in-service training
- To provide presentations, training, advice and consultations to other agencies, as appropriate within the team
- To continue to develop expertise around professional post-graduate training, clinical supervision and attend OT specific activities within the Company such as monthly forums or workshops

Policy and Service Development:

- To contribute to Company and OT service development and projects, drawing on the analysis of needs, using evidence-based evaluation of outcomes and following best practice guidelines
- To participate in multi-disciplinary meetings and generate written reports providing an OT perspective, following evidence-based and good practice

Practice and Ethical Guidelines:

- To maintain an up-to-date knowledge of legislation, national and local policies and issues in relation to the specific client group, which will include mandatory training on the Company training platform
- To comply with service standards and practices to ensure that safe practices are always maintained
- To act in accordance with the policies of the organisation and relevant OT professional body such as RCOT

Administration and IT:

- To maintain records consistent with the current legislation and relevant OT professional body such as RCOT
- To undertake the administrative duties appropriate to your role
- To be aware of the mechanisms of Clinical Governance, Quality Assurance and audit of OT services
- To be competent in the use of basic IT packages, to be able to maintain comprehensive clinical notes & consultation records
- To develop a skill base in the administration and analysis of a range of IT packages as required

Health and Well-Being:

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support children and young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support

Research and Service Evaluation:

- To participate in audit and evaluation of all clinical activity within the post and provide such information for the purpose of service monitoring and development
- To utilise theory evidence-based literature and research to support effective practice
- To represent a professional OT viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct
- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice
- To undertake or support appropriate agreed research within the service

General:

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Always operate in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the service as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the children/ young adults that we support and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required by Clinical and Wellbeing Locality Lead or Regional Head of Wellbeing and Clinical Services
- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals and attending relevant meetings, participating in training and performance management as required

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their Line Manager / Clinical and Wellbeing Locality Lead / Regional Head of Wellbeing and Clinical Services or Head of Service/Principal/Head teacher/ Head of Care / Regional Director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Registered Occupational Therapist (HCPC)	✓	
	Evidence of continuous professional development	✓	
Experience	Experience working within a similar area of practice: LD, SEMH or ASD service for 1 year.		✓
	Ability to work under pressure and to deadlines	✓	
	Clinical problem-solving ability	✓	
	An understanding of physical needs, dexterity, coordination and sensory skills for assessment and treatment of young people		✓
	Ability to assess young people's needs and formulate a treatment plan, from a range of OT modalities	✓	
Skills and abilities	Ability to teach, train and present to a variety of people using various techniques including IT		✓
	Ability to communicate effectively to all including families, carers, Local Authorities and wider communities	✓	
	Ability to keep legible and accurate records in accordance with HCPC & RCOT	✓	
	Ability to be autonomous including when organising, delegating and prioritising.	✓	

Personal qualities	Good team player in all areas	✓	
	Ability to motivate self and others	✓	
	To be flexible to the changing needs of the YP and service	✓	
	Responsible and reliable	✓	
	Good organisational skills	✓	
	Able to use initiative and be innovative	✓	
	Able to work under pressure	✓	
	Professional appearance	✓	

I have read through the job description and agree to perform the duties as outlined above

Job Holder's signature

Name: _____

Signed: _____ Date: _____

Signed on behalf of the OFG Group

Name: _____ Title: _____

Signed: _____ Date: _____