



## JOB DESCRIPTION

<b>Job</b>	:	<b>Occupational Therapist (Basic Grade)</b>
<b>Location</b>	:	<b>CHO 7 Mid Kildare</b>
<b>Contract Hours</b>	:	<b>35 hpw</b>
<b>Report to</b>	:	<b>Children's Disability Network Manager (CDNM)</b>

### Overall Purpose of the Post:

To work as a member of the inter/trans-disciplinary team providing services to children and families within the region. The post holder will be responsible for the provision of an occupational therapy service to include assessment diagnostics and intervention and ongoing service delivery to children with a range of disabilities. Services are provided to children aged 0 – 18 years with physical, sensory, learning disabilities, developmental delay and autism.

### Key Working Relationships

Enable Ireland delivers services using the Social Model of Disabilities. Enable Ireland has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders include parents, colleagues in HSE and other agencies.

### Duties:

#### Planning and Organising of Activities and Resources

- Plans and organises activities and necessary resources efficiently and effectively.
- Understands the importance of time management for themselves and in particular how this translates to organising their assigned caseload.
- Demonstrates the ability to arrange and schedule activities.
- Deals with unexpected scenarios under supervision with persistence and flexibility to ensure the achievement of goals.
- Maintains a disciplined and professional level of performance under sustained or situational pressure.

#### Professional Development and Standards in the Service

- Demonstrates sufficient clinical skills in assessment intervention and diagnostics to meet the specific needs of the relevant caseload
- Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.
- Ensures that all records and technical data are up to date and available if required.

- Ensures strict compliance with health and safety standards and adheres to operational guidelines ensuring equipment is checked and working correctly in accordance with safety standards.

### **Integrity & Decision Making**

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland, the Network Disability Team partnership and relevant professional bodies.
- Makes decisions in a well-judged and timely manner bringing all relevant information to bear.
- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration and development of evidence based service delivery.

### **Service Delivery & Initiative**

- Collaborate with the child / young person while working in partnership with their parent/family/carer and all other relevant stakeholders to identify and achieve goals.
- Strives to achieve quality results at all levels of the service in line with the European Foundation for Quality Management (EFQM) as adopted by Enable Ireland.
- Takes initiatives to move the service forward and shows a willingness to try out new ideas under supervision that add service delivery value.
- Is committed to achieving evidence based goals and the continuous improvement of the service.
- Shows enthusiasm and a high level of motivation in completing projects.

### **Building and Maintaining Working Relationships**

- Forms strong positive working relationships across all areas of the service, builds on a common understanding.
- Demonstrates a supportive and reciprocating work style including strong empathy with the child / young person and their parent/family/carer
- To communicate effectively with parents of children and young people attending the service so as to provide a children and family centred service.
- Works appropriately with all stakeholders.

### **Team Working**

- To work in collaboration with the other members of the interdisciplinary team in the planning and delivery of services for children and young people, in particular in the development of child and family centred planning.
- Attend and actively contribute to relevant clinical and professional and team meetings.
- Participate in training and developmental opportunities as identified and agreed.
- Support and contribute to research initiatives as required.
- Understands concepts of inter disciplinary team working and complexity of working

in teams

GDPR compliance, In the course of carrying out the duties of this job and working with others which will include but is not limited to compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed, to minimise exposure to breach GDPR.

**Terms & Conditions:**

**Responsible to:** The Children’s Network Disability Manager

**Probation:** A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland’s discretion.

**Salary:** The current salary scale for this post is €39,993 to €53,279 pro rata per annum.

**“This pay scale is subject to increases in 2024 in accordance with the recent WRC interim agreement (Ref CAM -100101-22) towards enhanced pay adjustments in Section 39 organisations.”**

**Annual leave:** Annual leave entitlement is 32 days pro rata per annum and proportionately less for less than 12 months service.

**Pension Scheme:** Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1<sup>st</sup> July or 1<sup>st</sup> January following start date.

**Medical:** The successful candidate will be required to undergo a medical assessment.

**Garda Clearance/  
Police Clearance:** These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

**Sick Pay:  
(If applicable)** All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:  
Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period

**Redeployment** In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.