



## JOB DESCRIPTION

<b>Job</b>	:	<b>Senior Occupational Therapist</b>
<b>Location</b>	:	<b>Enable Ireland Kildare Services / Mid Kildare CDNT</b>
<b>Contract Hours</b>	:	<b>35 hours per week</b>
<b>Contract Status</b>	:	<b>Permanent Full time</b>
<b>Report to</b>	:	<b>Children's Disability Services Manager</b>

### **Overall Purpose of the Post:**

To work as a senior member of the interdisciplinary 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 (including Assessment of Need), clinical and performance supervision and ongoing service delivery to children with a range of disabilities in the early intervention service. Services are provided to children aged 0 – 18 years with physical, sensory, learning disabilities, developmental delay and autism.

### **Overview of Areas of Responsibility**

#### **1. Planning & Managing**

- Plans and organises individual and group caseloads, to include assessments, interventions and diagnosis for children (0 – 18 years) with a range of disabilities including physical, sensory, learning disabilities, developmental delay and autism.
- Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don't suffer.
- Fosters an awareness of the need for value for money and a sense of accountability for budgets within the team/service.
- Takes responsibility for the achievement of service delivery targets by regularly monitoring, recording and reporting performance outcomes and statistics.
- Demonstrates innovation in aiming to work within resource limitations to sustain and enhance the service.
- Takes responsibility for the line management and clinical supervision of basic therapists, volunteers/students within the team/service as required.
- Takes the lead on governance around equipment.

#### **2. Judgement & Evaluation**

- Demonstrates a sound understanding of administrative practice and protocol in decisions.
- Thinks ahead to the consequences of decisions, and considers precedence to ensure consistency.
- Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have an input.
- Makes decisions in a transparent manner by involving and empowering others where appropriate and will explain the rationale behind decisions
- Recognises when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.

### **3. Professional Development and Standards in the service:**

- Demonstrates sufficient clinical skills in OT assessment intervention and diagnostics to meet the specific needs of children 0 – 18 years with a range of disabilities including physical, learning, sensory, autism, etc.
- Provide an occupational therapy service to include assessment diagnostics and intervention, clinical and performance supervision and ongoing service delivery to children with a range of disabilities in the early intervention service.
- Contribute to the ongoing development and implementation of Enable Ireland quality assurance initiatives in line with the European Foundation for Quality Management (EFQM) as adopted by Enable Ireland.
- Collaborate skilfully with the service user and other stakeholders while working in partnership with the service user's parent/family/carer to identify goals, including complex situations.
- 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.
- Takes initiatives to move the service forward and show willingness to try out new ideas that add service delivery value.
- 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.
- Ensures that professional standards are adhered to for the occupational therapy service provided.
- To monitor and keep up-to-date with developments in occupational therapy early intervention including attending training courses and participating in research.
- To assess children as required and produce relevant reports in line with Assessment of Need process.

### **4. Team Working**

- Attend and actively contribute to relevant clinical, professional and service meetings.
- Participates as a full member of the inter/trans-disciplinary service team.
- Involves the team in the running of the service and in decisions
- Facilitates staff development by providing support such as clinical supervision, mentoring, coaching and formal development planning.
- Understands the complexity of working in a team and team dynamics.
- Understands and facilitates inter/trans disciplinary team working.
- To work in collaboration with the other members of the team in the planning and delivery of services for children, in particular in the development of person centred planning.
- Strives to ensure that all staff in their responsibility are adequately trained in line with legal and professional standards.
- Participate in training and developmental opportunities as identified and agreed.
- Support and contribute to research initiatives as required.

### **5. Leadership**

- Builds credibility and portrays the profession/service in a positive light by being professional and well informed.
- Demonstrates determination and initiative to achieve results and improve the service.
- Clearly accepts accountability for standards of performance in relevant area of responsibility.
- Inspires others to work to high standards by being enthusiastic about the profession and the service.
- Maintains ethical and personal standards at all times.
- Facilitate individual and group interventions in a skilled manner.

## 6. Building & Maintaining Working relationships

- Gets a message across fluently and persuasively in a variety of different media (oral, written and electronic).
- Makes a compelling case to positively influence the thinking of others.
- Demonstrates strong listening and sensing skills.
- Work in partnership with a range of relevant stakeholders.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed

### Terms & Conditions:

<b>Responsible to:</b>	The Children's Network Disability Manager (CDNM)
<b>Probation:</b>	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.
<b>Salary:</b>	<p>The current salary scale for this post is €53,388 to €63,197 pro rata per annum.</p> <p><b>"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."</b></p>
<b>Annual leave:</b>	Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service.
<b>Pension Scheme:</b>	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.
<b>Medical:</b>	The successful candidate will be required to undergo a medical assessment.
<b>Garda Clearance/ Police Clearance:</b>	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
<b>Sick Pay: (If applicable)</b>	<p>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:</p> <p>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</p>
<b>Redeployment</b>	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.

