



JOB DESCRIPTION

Job:	Occupational Therapist – Senior Grade
Location:	Adult Services Day and Residential Services
Contract Hours:	35 hours per week
Contract Type:	Specified Purpose Contract
Reporting to:	Adult Services Manager or designate

Overall Purpose of the Post:

The post holder will be responsible for the initiation and provision of a quality Occupational Service to adults with disabilities accessing our services. This service will include assessment and intervention to meet identified needs, working with Service Owners to integrate goals as relevant in their person centred plan. The post holder will work in partnership with service owner informed by the four principals of new directions: person –centeredness, community involvement, active citizenship and high-quality service provision. It will also include supporting and upskilling staff in the day centres to maximise each Service Owner’s potential, their engagement and active social roles.

1. The person appointed to this post will work as part of multi-disciplinary teams delivering a coordinated approach to adults with Physical disabilities, under the direction of the Adult Services Manager and in close cooperation with frontline colleagues.
2. People are supported in various settings including residential units, community houses, family homes, day services, respite services and supported community living. The successful candidate will provide services in a variety of these settings.
3. The Senior Occupational Therapist will be responsible for the provision of a high quality Occupational Therapy service and will carry out clinical and educational duties as required.
4. The Senior Occupational Therapist will support staff grade therapist(s) and provide leadership in the oversight of how the service is delivered.
5. The professional reporting relationship will be to the Adult Services Manager through the professional line management structure. The therapist will ultimately be responsible to the Director of Services.

Duties

Planning & Managing

- Plans and organises individual caseload, to include assessment/needs identification, support planning and intervention provision for Service Owners presenting with a range of disabilities.
- Working with team members to apply and develop caseload management procedures,

- including prioritisation.
- Foresee potential challenges or competing priorities and takes appropriate action to ensure service standards do not suffer.
- Balances clinical work with other responsibilities.
- 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.

Judgement & Evaluation

- Demonstrates a logical and systematic approach to problem solving and decision-making.
- Thinks ahead to the consequences of decisions, and considers precedence to ensure consistency.
- Recognises potential risks and risk situations and acts accordingly in conjunction with Enable Ireland policies.
- 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 making process.

Professional Development and Standards in the Service

- Demonstrates sufficient clinical skills in occupational therapy assessment and intervention to meet the specific needs of the Service Owners.
- Applies skilled clinical reasoning throughout the assessment, planning, intervention and review process.
- Respects confidentiality and exercises a professional duty of care to Service Owners.
- Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in 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 shows 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.
- Monitors and keeps up-to-date with developments in occupational therapy, New Directions, and other relevant programmes and standards.
- Contributes 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.
- Maintains and develops personal and professional competencies through ongoing learning, maintaining personal record of CPD.
- Demonstrates awareness of personal strengths and limitations.
- Engages in supervision and utilise/ access professional support.
- Represents the role across the CHO area in a competent and confident manner.

Team Working

- Works collaboratively with Adult Services team members clinical and non-clinical and with Service Owners in the operation of the service and in relevant decision making.
- Understands the complexity of working in a team and team dynamics.
- Understands and facilitates inter/trans-disciplinary team working.
- Participate in training and developmental opportunities as identified and agreed.
- Supports and contributes to research initiatives as required.
- Facilitates staff development by providing support through training, mentoring, and coaching.
- Should staff/students become a responsibility in the future, ensure adequate support and supervision, and strive to ensure adequate training is provided in line with legal and professional standards.

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 areas of responsibility.
- Inspires others to work to high standards by being enthusiastic about best practice and the service.
- Maintains ethical and personal standards at all times.
- Facilitates individual and group interventions in a skilled manner.
- Contributes creatively to the training of others, particularly where relevant to the support of Service Owner needs in adult day services.

Building & Maintaining Working Relationships

- Gets a message across clearly 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.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

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.

Responsible to: Adult Services Manager or designate

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. The probationary period may also be extended to facilitate statutory leave.
Salary:	The current salary scale for this post is €62,072 to €73,477 pro rata per annum. This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations.
Annual leave:	Annual leave entitlement is 33 days pro rata per annum.
Pension scheme:	Enable Ireland operates a contributory pension scheme, which all staff may join 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 staff who 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.