

## PERSON SPECIFICATION

| Post: Occupational Therapy Assistant     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date Updated: July 2026                                                                                                                                                                                                                        |
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|                                          | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable Criteria                                                                                                                                                                                                                             |
| <b>A. Qualifications and Experience:</b> | <ul style="list-style-type: none"> <li>Possess a relevant* health skills QQI Level 5 qualification (formerly FETAC) having achieved the associated Level 5 minor awards in Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice at Level 5 on the National Framework of Qualifications (NFQ).</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) and give an undertaking to successfully complete an approved programme leading to QQI Level 5 minor awards in Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice within 1 year of taking up duty.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Be currently employed as an Occupational Therapy Assistant or in a comparable role for at least <b>1 year</b> and give an undertaking to acquire an appropriate healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) major award, having achieved the Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice within 1 year of taking up post.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Have completed the relevant QQI Level 5 minor awards in Occupational Therapy Assistant Theory and Occupational Therapy Assistant Practice and give a commitment to successfully complete a QQI level 5 major award within 1 year of taking up post.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Applicants must be eligible to work in the state. <i>Please review the criteria at the following link</i><br/><a href="https://enterprise.gov.ie/en/what-we-">https://enterprise.gov.ie/en/what-we-</a></li> </ul> | <ul style="list-style-type: none"> <li>Minimum of 1 years' experience working with children.</li> <li>1 years' experience working with children with a physical disability.</li> <li>Experience of carrying out therapy programmes.</li> </ul> |

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|                                                                | <p><a href="#"><u>do/workplace-and-skills/employment-permits</u></a> and ensure you meet the requirements before submitting your application</p> <ul style="list-style-type: none"> <li>Valid driving licence for within the state / jurisdiction with access to own transport in order to deliver services across a large geographical area</li> </ul> <p><b>Note:</b><br/>The listing below is considered relevant health skills QQI (formerly FETAC) Level 5* qualifications:</p> <ul style="list-style-type: none"> <li>QQI Level 5 Healthcare Support</li> <li>QQI Level 5 Nursing Studies</li> <li>QQI Level 5 Community Care</li> <li>QQI Level 5 Health Service Skills</li> <li>QQI Level 5 Community Health Services</li> </ul> <hr/> <p>*(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.)</p> <p>A relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.</p> |                                                                                                                                           |
| <b>A. Organisational and Professional Knowledge:</b>           | <ul style="list-style-type: none"> <li>Broad knowledge of the Enable Ireland organisation.</li> <li>Ability to react calmly and effectively in emergency situations.</li> <li>Knowledge of the disability sector.</li> <li>Understanding of the importance of the role of the adult when working with young children.</li> <li>Understanding of a family-centred approach in the delivery of services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Experience of Microsoft Office packages and service-related database systems.</li> <li></li> </ul> |
| <b>B. Planning and Organising of Activities and Resources:</b> | <ul style="list-style-type: none"> <li>Ability to prioritise own workload, and to organise and schedule activities accordingly.</li> <li>Ability to work safely under own initiative.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Presentation skills.</li> </ul>                                                                    |
| <b>C. Professional Development and Standards in Services:</b>  | <ul style="list-style-type: none"> <li>Understanding of confidentiality, data protection and information sharing.</li> <li>Understands the importance of maintaining accurate written records and reports in accordance with professional standards.</li> <li>Promotes health, welfare and social wellbeing of service users.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                           |

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|                                                           | <ul style="list-style-type: none"> <li>• Understanding of safeguarding children, and knowledge of child protection procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                  |
| <b>D. Integrity and Decision Making:</b>                  | <ul style="list-style-type: none"> <li>• Understands the importance of seeking direction/support from clinicians when making decisions around therapy provision.</li> <li>• Makes decisions and responds to events in a safe and ethical manner.</li> <li>• Good knowledge of health, safety and welfare issues relating to young children and their families.</li> <li>• Understands when issues should be brought to the attention of their manager.</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Experience in making decisions in consultation with team members.</li> </ul>            |
| <b>E. Service Delivery and Initiative:</b>                | <ul style="list-style-type: none"> <li>• Apply the skills, knowledge and ability to deliver a quality evidence-based service on an ongoing basis.</li> <li>• Excellent IT skills.</li> </ul>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                  |
| <b>F. Building and Maintaining Working Relationships:</b> | <ul style="list-style-type: none"> <li>• Develops and promotes excellent interpersonal relationships with children and their families.</li> <li>• Ability to work collaboratively with others.</li> <li>• Ability to communicate at all levels within the service.</li> <li>• Disseminates information appropriately in a clear manner.</li> <li>• Develop and maintain communication links with other colleagues as appropriate.</li> <li>• Excellent interpersonal and written communication skills.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and understanding of families from different cultural backgrounds.</li> </ul> |
| <b>G. Team Working:</b>                                   | <ul style="list-style-type: none"> <li>• Ability to work collaboratively with the interdisciplinary team in planning and delivery of services.</li> <li>• Understands the importance of team working.</li> </ul>                                                                                                                                                                                                                                                                                                  |                                                                                                                                  |
| <b>H. Special Aptitudes and Circumstances:</b>            | <ul style="list-style-type: none"> <li>• Flexible, adaptable and open to change.</li> <li>• Demonstrates innovation and creativity, and ability to problem solve.</li> <li>• Is reliable, punctual and honest.</li> </ul>                                                                                                                                                                                                                                                                                         |                                                                                                                                  |