



Job Description

Job:	Occupational Therapy Assistant
Location:	CHO 8 Meath CDNT 4 Navan / Slane
Contract Hours:	39 hours per week
Contract Type:	12 month fixed term contract
Reporting to:	Children's Disability Network Manager (CDNM)

Overall Purpose of the Post

- To provide a support service to children and families attending the CDNT while working as a member of the inter disciplinary team.
- To provide assistance with the provision of therapy services to children attending the CDNT
- To plan and lead in the establishment and delivery of groups for service users of various ages.
- To facilitate service users social and educational activities within the group, providing a social / therapeutic approach.
- To provide support to children and families in order to facilitate their participation in their local communities and in all aspects of team interventions.

Key Duties:

- To work in collaboration with the other members of the interdisciplinary team in the delivery of services for children, in particular in the development of person centred planning.
- To contribute to the planning, implementing, monitoring and evaluation of programmes to support children and families to attain goals as identified in the person centred plan.
- To engage in parent education and training programmes and provide follow-up support to families as required.
- To assist and take the lead as appropriate, in running groups.
- To provide more general support to families as required e.g. sourcing information, providing emotional support or attending appointments etc.
- To act as key worker when nominated by family/team.
- To facilitate and/or support children and families to take part in mainstream activities.
- To support children in the preschool/school environment by developing links with pre-school and provide support to pre-school workers/school staff in relation to specific programmes for individual children.
- To participate in training initiatives for staff as appropriate.
- To attend and actively contribute to relevant clinical and professional and service meetings
- To participate with all members of the team in the evaluation of the service, and service planning initiatives.
- To establish and maintain good professional working relationships with families, staff and other key stakeholders.
- To maintain appropriate, accurate and up to date written records and reports.
- To identify issues of importance affecting children or families and keep the appropriate personnel informed.
- To participate in regular supervision.

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:	Children's Network Disability Manager (CDNM)
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 €34,782 to €40,418 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 30 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. Previous service tenure on a CDNT, which was managed by Enable Ireland as Lead Agency, and/or inwards secondment to Enable Ireland, qualifies for eligibility of Enable Ireland's sick pay benefits as outlined in the Enable Ireland Sick Leave Policy.
Redeployment	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.

