



JOB DESCRIPTION

JOB TITLE: **SENIOR OCCUPATIONAL THERAPIST – Children Disability Network Team (CDNT) - DUBLIN**

RESPONSIBLE TO: **Children Disability Network Manager (CDNM). The CDNM will provide clinical assurance regarding professional supervision.**

EMPLOYING AUTHORITY: **Avista**

JOB PURPOSE:

The successful candidate will work as part of the children disability network team (CDNT) within Avista in the delivery of services to children and young person (0-18yrs) with complex needs. The purpose of this job is to provide quality evidence based Occupational Therapy services in a family centred model and to work as a member of an interdisciplinary team.

DUTIES AND RESPONSIBILITIES

1. To provide a quality, evidence -based Occupational Therapy service to Children with a primary intellectual disability, secondary physical disability and/or sensory impairment, in consultation with their families, carers and staff.
2. To provide an Occupational Therapy service including assessment, intervention, programme planning, monitoring, consultation and/or onward referral services, as appropriate to service users (within designated areas).
3. To prioritise together with the CDNM and the Occupational Therapist Manager referrals and involvement with service users/centres in order to optimise the quality, efficacy and equity of the service provided. To maintain a waiting list when necessary.
4. To assess and recommend appropriate adaptive equipment taking into account client needs, staff/carers needs, environment and available resources. Also taking into account quality of such equipment and value for money.
5. To take responsibility, as required and in consultation with CDNM for the planning, development and provision of specialist Occupational Therapy services e.g. Physical conditions, Autism, , Postural Management etc.
6. To contribute, support and participate in, as appropriate, the person centre planning process and/or other similar processes.

7. To maintain comprehensive clinical and statistical records/reports of client assessments, interventions etc in line with Occupational Therapy department, Children Disability Networks and Avista policies.
8. To participate in the delivery of training/education to service users, family members and staff as required.
9. To supervise staff grade Occupational Therapists as may be assigned to the Occupational Therapy department.
10. To undertake practice placement supervision of Occupational Therapy students, as may be assigned to the Occupational Therapy department and to engage actively with the Occupational Therapy Practice Education Facilitators in providing such supervision..
11. To attend supervision with the nominated Senior Professional within your profession (this may be the Head of Department or another assigned person) to support monitoring of caseloads in order that service users and families receive optimum benefit from the OT service.
12. To review and evaluate the Occupational Therapy services provided within their designated areas, to identify, and to respond to make recommendations for future developments.
13. To participate in a multi-disciplinary team, communicating with and working in co-operation with other disciplines.
14. To participate in the development of new policies, procedures and projects both within the Occupational Therapy department and designated Children Disability Network Team (CDNT) and the overall service when required.
15. To keep up to date in respect of current trends, developments and best practice in the area of Intellectual Disability and Occupational Therapy.
16. To participate in research projects as appropriate.
17. To ensure Occupational Therapy standards are maintained in accordance with recognised standards of practice and code of ethics.
18. To maintain CORU registration as required, during the entire period of employment
19. To conduct regular clinical audits in order to maintain and improve standards.
20. To adhere to all policies, procedures, guidelines and legislation as required within the Occupational Therapy department, CDNT and Avista
21. To maintain the highest standard of confidentiality at all times.
22. To participate in service annual development reviews.
23. To ensure the safety of self and others and the maintenance of the environment used in the workplace in accordance with health and safety acts and local policies, procedures.
24. To advise the CDNTM of materials and maintenance required within the service.
25. To work co-operatively with the CDNTM and Occupational Therapist Manager and all other Occupational Therapists in Avista to enhance the quality of Occupational Therapy within the organisation.
26. To familiarise self and adhere to Irish and E.U. legislation relevant to the provision of health, disability, social and education services.
27. To manage time effectively.

28. To liaise and establish relationships with other agencies, services and professionals as relevant.
29. Any other duties as deemed necessary by the CDNM

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of P.D.S and Avista .

Core Competencies

Quality Service

- Pro-active and uses Initiative.
- Undertakes holistic approach to ensure the best possible service is provided.
- Ability to encourage and develop quality led practice initiatives.
- Demonstrates an ability to evaluate, audit and review practice
- Provides a flexible service that is responsive to the needs of the service user, colleagues and service.
- Optimises resources within own areas to achieve appropriate outcomes.
- Identifies and prioritises the requirements of change within own service area at all times considering how it will affect other parts of the organisation.

Planning & Organising

- Effective use of time focussed on managing self and developing others in a busy working environment.
- Sets clear, realistic goals and targets for self and others.
- Keeps appropriate and accessible documentation.
- Utilises established systems and processes for prioritising and delivering on tasks.
- Delegates effectively to ensure objectives are met.
- Consistently focuses work effort to where it will have most impact.
- Anticipates Problems and issues and takes preventative action to address these.
- Demonstrates an ability to plan and deliver care in an effective and resourceful manner within a culture of person-centeredness.
- Advance planning to ensure adequate resources are available.
- Effective and efficient utilisation of resources.

Professionalism

- Deals fairly and consistently with others.
- Approachable and accountable and professionally courteous with others.
- Shows ability to work under pressure; handles stress in a constructive manner.
- Self-aware; recognises own response while retaining objectivity.
- Is cognisant of own strengths/limitations, and scope of one's practice.
- Shows resilience; keeps others focussed on a successful outcome.
- Maintains appropriate level of visibility.
- Maintains highest standard of confidentiality in all areas of work.

Continuous Learning & Development

- Participate in the Service Development Review System.
- Organises and structures department to create a continuous learning environment.
- Creates “on the job” opportunities to address staff learning needs.
- Demonstrates application of theory to practice and influences staff in this regard.
- Encourages colleagues/team to undertake a broad range of development initiatives and to maintain an active performance development plan.
- Mentors, coaches and provides constructive feedback on performance to staff in order to improve capability and confidence.
- Acknowledge staff strengths and achievements.

Organisational Knowledge

- Familiar with Health Service trends related to area of discipline.
- Understands the contribution of each department to the organisational goals and objectives
- Uses knowledge of mission, values and service structures to deliver on organisational goals.
- Understands health strategies relevant to own discipline.

Innovation & Creativity

- Works within teams to maximise the number of ideas and creative inputs for best outputs.
- Encourages others to ‘think outside the box’.
- Generates new ideas that have a positive impact on the department/service and its ultimate success.
- Creates an environment where people are encouraged to put forward ideas, experiment and learn from their mistakes.
- Challenges the status quo to ensure areas for improvement are identified and addressed
- Proposes new approaches, methods or technologies.

Leadership Potential

- Inspires others to consistently perform at a high level and achieve their potential.
- Is approachable and treats people in a fair and consistent manner in order to gain trust.
- Is seen as an effective leader, setting high standards of behaviour for others to follow and addresses inappropriate behaviour.
- Coaches others in maintaining a flexible approach to their work.
- Embraces change and looks for ways to make positive changes within the team.
- Ability to understand how individuals, at all levels, operate and applies this knowledge to achieve change objectives in the most efficient and effective way.
- Seizes opportunities to influence the future direction of departments and the overall business.
- Encourages, inspires and supports others to deliver successful outcomes through change.
- Is politically attuned, knowing when to communicate with key stakeholders.
- Understands importance of getting input and buy-in from others when making decisions.

Problem Solving & Decision Making

- Is comfortable making decisions with incomplete or uncertain information
- Has basic finance and budgeting knowledge and draws on this to make decisions when applicable.
- Understands the effect of ones decision on colleagues/service users, departments and the organisation.
- Anticipates probable consequences of decisions.
- Consults with others to improve decision making.
- Takes a proactive approach to problem solving and able to recognise early warning signs of potential problems and takes pre-emptive action.
- Demonstrates a reflective approach when dealing with problems, carefully evaluating different options/solutions.

- Able to act quickly to address urgent matters.

Team work

- Fosters a collaborative working team with complementary strengths.
- Recognise the talents and contributions each team member brings to the work environment.
- Proactively develops and nurtures workplace relationships.
- Utilises team skills and attributes in achieving goals.
- Encourages input from all team members.
- Adapts interpersonal style to engage all members of the team.
- Identifies areas of potential conflict within the team and takes steps to resolve it.
- Is open and approachable to discuss issues.

Communication & Interpersonal Skills

- Supports a culture of open communication to maintain a climate of trust and honesty.
- Communicates at all levels, both internally and externally.
- Supports ideas with appropriate research and information to persuade others.
- Focused Listening: Gains' understanding through accurately clarifying what was heard.
- Shares information within – and to – other sections and departments in an open timely manner.
- Delivers presentations to groups with confidence and credibility.
- Documents important relevant communications.
- Facilitates two way communications between conflicting parties.
- Uses an appropriate business writing style.