# Job Description

**Job:** Occupational Therapist - Senior Grade
**Location:** Limerick Children's Disability Network Team, Nanagh, Co Tipperary
**Contract Hours:** 35 hours per week
**Contract Type:** Full Time Permanent
**Reporting to:** Children's Disability Network Manager (CDNM)

## Overall Purpose of the Post:

Enable Ireland delivers children's services through the Children's Disability Network Teams (CDNT) under the national Progressing Disabilities Services (PDS) model for children and young people with complex needs arising from a disability. The post holder will be responsible for the provision of a range of Occupational Therapy services for young people (0 – 18 years) and their families within an interdisciplinary framework. Service will include assessment and intervention, clinical supervision and ongoing service development. This will be delivered through a family centred approach across a variety of settings including the clinic, preschools, schools, children's homes and community settings.

## Duties

### Planning and Organising

- Plan and manage caseload to include assessments & interventions in collaboration with the interdisciplinary team and governance structure.
- Take a proactive approach to managing competing priorities including balancing clinical demands with other responsibilities through effective management and organizational skills.
- Delegate as appropriate to staff grade Occupational Therapist, therapy assistants and students.
- Contribute to the overall service planning process.
- Plan and manage resources efficiently.
- Foster an awareness of the need for value for money and a sense of accountability for budgets within the service.
- Demonstrate innovation in working within resource limitations to sustain and enhance the service.

- Take responsibility for the achievement of service delivery targets by regularly recording, reporting and monitoring outcomes and statistics.

## Professional Responsibilities

- Operate within the scope of Occupational Therapist practice as per CORU requirements and in accordance with guidelines.
- Hold an appropriate and effective set of professional values and beliefs and behave in line with professional standards as set down by Progressing Disability Services for Children & Young People governance framework, by Enable Ireland and by relevant professional bodies.
- Carry out the duties and responsibilities of the role based on clinical guidelines, clinical reasoning skills and evidence-based practice.
- Keep up to date with developments in PDS model and professional evidence-based practice and apply same as appropriate.
- Take a lead role in goal setting with service user, family and other team members as appropriate.
- Maintain quality records and documentation in accordance with local service, professional body recommendations and legislative standards.
- Provide clinical supervision of staff grade Occupational Therapist, therapy assistants.
- Facilitate, supervise and mentor student placements.
- Facilitate staff development by providing support such as mentoring, coaching and provision of formal training.
- Represent the organisation/ profession / team both internally and externally.
- Participate in the management of Occupational Therapist stock and equipment.

## Education and Training

- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attend courses relevant to practice, contribute to research etc. as agreed with the CDNM.
- Engage in professional and clinical supervision in line with the Supervision, Support and Performance Achievement policy.
- Actively participate in peer -to -peer support with colleagues.

## Standards in Practice

- Maintain CORU registration and participate in CPD in line with CORU requirements.
- Maintain ethical and professional standards at all times.
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards including role as a mandated person under Children First National Guidelines for the Protection and Welfare of Children 2017.
- Promote a culture that values diversity.
- Treat all service users with dignity and respect and ensure that their welfare is a key consideration at all times.
- Work in and promote a safe working environment in accordance with Health and Safety legislation.
- Support and actively participate in risk management systems.
- Document and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

## Team Working

- Develop and foster interpersonal and professional relationships to work collaboratively as part of the interdisciplinary team.
- Work collaboratively with other agencies and services including but not limited to CAMHS, Primary Care and TUSLA.
- Contribute to case planning and multi-agency case working in line with national PDS and local policies.
- Work in collaboration with services users, families and colleagues to facilitate shared ownership of decision making and support the delivery of care.
- Communicate effectively with a wide range of stakeholders.
- Demonstrate enthusiasm and a high level of motivation in contributing to and supporting team initiatives and change processes.

## Leadership

- Represent the profession, the organisation and CDNT positively with high level of professionalism.
- Take leadership role in assigned area of responsibility and carry a clinical caseload appropriate to this.
- Communicate and work in co-operation with the CDNM and other team members in providing an integrated quality service, taking a lead role as required.
- Maintain ethical and professional standards at all times.

- Exhibit enthusiasm and a high level of motivation in leading and supporting team initiatives and change processes.
- Support and contribute to research initiatives and audits as required.

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.

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| **Responsible to**: | Children's Network Disability Manager |
| **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 €63,313 - €74,947 pro rata per annum. |
| **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. |

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| **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:<br>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.