JOB DESCRIPTION

Job: Therapy Assistant
Location: Children's Network Disability Services Kilkenny (CDNT3)
Contract Hours: 39 hours per week
Contract Type: Permanent Full Time
Reporting to: Children's Disability Network Manager

Overall Purpose of Post:
The role includes clinical and administrative duties that support Therapists on the Children's Disability Network Team in providing a high-quality service to users. Children's Disability Network Teams (CDNT) provide specialised support and services for children who have a disability and complex health needs associated with their disability. Work related tasks may be required to be carried out in a variety of locations in Kilkenny city and county areas including in clinical, home, community and school settings. The role includes clinical and administrative duties that support Therapists on the Children's Disability Network Team in providing a high-quality service to users.

Duties and Responsibilities:
The Therapy Assistant works at all times under the supervision of a professional therapist(s) in the CDNT to support the provision of services to children and families. The team works with the child and its family, sharing knowledge, information and skills to support the child's development goals as identified as part of their Individual Family Support Plan They may work with only one discipline (speech and language therapist, occupational therapist or physiotherapist) or may work across the therapies, depending on service and team needs, and based on their knowledge, competencies and skill set. The Therapy Assistant is a member of the inter-disciplinary team and takes part in team meetings, training and development.

Reporting Relationship:
The Therapy Assistant will report to the Children's Disability Network Manager through the line management structure and will work under the supervision and direction of a nominated supervising Therapist as appropriate to the needs of the Children's Disability Network Team.

Clinical / Administrative:

- Manage own caseload in accordance with the needs of the post.
- Collaborate with children, family, carers and other staff in treatment / intervention planning and in the provision of support and advice.
- Follow treatment plans as determined and delegated by the supervising Therapist including assisting in the provision of education and advice to children on the use of enabling equipment.
- Carry out duties related to the planning, organisation and maintenance of Therapy programmes as directed by the supervising Therapist.
- Carry out generic programmes and groups for children to the specifications agreed with the supervising Therapist, either jointly with the Therapist, independently and unaccompanied or in collaboration with other staff (following the direction and supervision of the supervising Therapist).
- Liaise with other staff and agencies in the provision of therapeutic programmes as directed by supervising Therapist.
- Prepare resources for assessment / intervention for clinic appointments, home or school visits and group interventions.

- Prepare the environment for group or 1:1 interventions according to the child's needs and therapeutic goals, as directed by the supervising Therapist.
- Assist / provide care in line with each child's assessed care needs as set out in their care plan and under the guidance of the Team.
- Work directly with children under the direction of a supervising Therapist, providing intervention in both individual and group settings.
- Record intervention outcomes as appropriate and report outcomes to the supervising Therapist.
- As advised by the Therapist maintain accurate records of assessments and interventions. As advised by the Therapist maintain clinical notes relating to clinical work in children's files in accordance with local service protocols.
- Communicate verbally and / or in writing the results of treatment / intervention programs and recommendations to the Team and relevant others in accordance with Team policy.
- Observe, report and take appropriate action on any matter which may be detrimental to a child's care or wellbeing or may inhibit the efficient provision of care.
- Maintain professional standards in relation to consent, confidentiality, ethics and legislation.
- Carry out joint home/school/community assessments / follow up home/school/community visits with the supervising Therapist.

Administrative:

- Carry out the administrative and clerical duties required to support the supervising Therapy staff and the Children's Disability Network Team e.g. the scheduling of appointments.
- Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment, in conjunction with the therapists on the Children's Disability Network Team.
- Develop therapy resources and materials under the direction of the supervising Therapist.
- Comply with Team procedures with regard to recommendation and provision of all assistive equipment / custom made devices.
- Keep up-to-date statistics and other administrative records as required within the Children's Disability Network Team.
- Maintain / clean equipment and treatment areas as requested.
- Contribute to the planning and development of the Children's Disability Network Team and participate in service improvements, in conjunction with the Therapists.
- Engage in IT developments as they apply to service delivery and service administration.

Education and Training:

- Attend induction and mandatory in-service education relevant to the role.
- Participate in the induction of new staff as directed.
- Participate in appraisal and the development of a personal development plan in conjunction with the line manager.
- Participate in team based development, education, training and learning.

Health & Safety:

- Observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner.
- Report any incident or potential incident which may compromise the health and safety of others and take appropriate action. Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.
- Do not undertake any duty related to the care and support of the child for which he/she is not trained.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate 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.

Health
A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character
Each candidate for and any person holding the office must be of good character.

This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and 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.

Other Requirements Specific to the Post:
Candidates must have access to appropriate transport to fulfil the requirements of the role. A full clean driving licence and use of a car is therefore essential.

GDPR
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.

Terms & Conditions:

Responsible to:	Children's Disability Network Manager (CDNT3)
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.
Salary:	The current salary scale for this post is €35,478 to €41,226 pro rata per annum.
Annual leave:	Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme which all employees may join following their 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 employees who will 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.