Job Description

Job	**:**	Occupational Therapist – Staff Grade
Location	:	CHO 1 Cavan
Contract Hours	:	Full time 35 hours per week
Contract Type	:	Permanent Full-time
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 Therapist 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 CDNM, clinical supervisor and the interdisciplinary team as appropriate.
- Contribute to the overall service planning process.
- Plan and manage resources efficiently in assigned areas of responsibility.
- Understand the importance of time management for themselves and how this translates to organizing their assigned caseload.
- Maintain a disciplined and professional level of performance under sustained or situational pressure.
- Take responsibility for the achievement of service delivery targets by regularly recording, reporting and monitoring outcomes and statistics.
- Prepare for and attend any relevant meetings.

Professional Responsibilities

- 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 using clinical knowledge, clinical reasoning skills and evidence-based practice.
- Operate within evidence based clinical practice guidelines, relevant to the role within the CDNT.
- Apply the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice.
- Maintain quality records and documentation in accordance with local service, professional and legislative standards.
- Take a lead role in goal setting with service user, family and other team members as appropriate.
- Facilitate student placements, supervise and mentor students in consultation with clinical supervisor, CDNM and Head of Discipline (HOD).
- Represent the discipline / team at meetings and conferences as appropriate.
- Participate in the management of Occupational Therapist stock and equipment.
- Operate within the scope of Occupational Therapist practice as per CORU requirements and in accordance with guidelines.

Education and Training

- Participate in mandatory training programmes.
- Participate in continuing professional development in line with the registration requirements of the PSI and BPS.
- Engage in professional and clinical supervision in line with the Supervision, Support and Performance Achievement policy and supervision requirements of the relevant professional body.

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.

- 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

- Work as part of the interdisciplinary team.
- Communicate effectively to a wide range of stakeholders.
- Contribute to case planning and multi-agency case working in line with national PDS and local policies.
- Demonstrate enthusiasm and a high level of motivation in contributing to and supporting team initiatives and change processes.
- Communicate and work in co-operation with the Children's Disability Network Manager and other team members in providing an integrated quality service.

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 €43,231 to €63,184 pro rata per annum.
Annual leave:	Annual leave entitlement is 32 days pro rata per annum.
Pension scheme:	Enable Ireland operates a contributory pension scheme, which all staff may join following their start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/	These will be required for all prospective staff who undertake

Police Clearance:	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.