JOB DESCRIPTION

Job:	Basic Grade Occupational Therapist.
Location:	Children's Services, CHO East.
Base:	Children's Disability Network Team, currently based in Sandymount.
Contract Hours:	Full Time Post.
Contract Type:	Specified Purpose Post
Reporting to:	Children's Disability Network Manager, or delegated manager.

Overall Purpose of the Post:

The post holder will be responsible for the provision of an occupational therapy service including assessment, diagnostics and intervention as required to all children accessing the service; and will work as a member of the interdisciplinary team providing services to children and families.

Duties:

1. **Planning and Organising of Activities and Resources**

- Planning and organising an assigned caseload of children aged 0 – 18 years with physical, sensory and learning disabilities.
- Plans and organises activities and necessary resources efficiently and effectively.
- Understands the importance of time management for themselves and in particular how this translates to organising their assigned caseload.
- Demonstrates the ability to arrange and schedule activities.
- Deals with unexpected scenarios with persistence and flexibility to ensure the achievement of goals.
- Maintains a disciplined and professional level of performance under sustained or situational pressure.

2. **Professional Development and Standards in the Service**

- Demonstrates sufficient clinical skills in assessment intervention and diagnostics to meet the specific needs of children with a range of disabilities / developmental delay.
- Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.
- Ensures that all records and technical data are up to date and available if required.
- Ensures strict compliance with health and safety standards and adheres to operational guidelines ensuring equipment is checked and working correctly in accordance with safety standards.
- To ensure that the needs of the service users are being adequately met by the occupational therapy service provided.

3. **Integrity and Decision Making**

- Holds an appropriate and effective set of professional values and beliefs and behaves in line with professional standards as set down by Enable Ireland and relevant professional bodies.
- Makes decisions in a well-judged and timely manner bringing all relevant information to bear.

- Uses logical analysis to break complex problems into their component parts.
- Promotes and consistently supports the demonstration and development of evidence based service delivery.

4. Service Delivery and Initiative

- Has the functional and technical knowledge and skills in occupational therapy relevant to children with a range of physical/sensory/learning disabilities, to make a credible contribution to the service and actively engages in service development.
- Collaborate with the service user while working in partnership with the service user parent/family/carer and all other relevant stakeholders to identify and achieve goals.
- Strives to achieve quality results at all levels of the service in line with the European Foundation for Quality Management (EFQM) as adopted by Enable Ireland.
- Takes initiatives to move the service forward and shows a willingness to try out new ideas under supervision that add service delivery value.
- Is committed to achieving evidence based goals and the continuous improvement of the service.
- Shows enthusiasm and a high level of motivation in completing projects.
- To take responsibility for the maintenance and replacement of equipment and stock.

5. Building & Maintaining Working Relationships

- Forms strong positive working relationships across all areas of the service, builds on a common understanding.
- Demonstrates a supportive and reciprocating work style including strong empathy with service users.
- To communicate effectively with parents of children attending the service so as to provide a children and family centred service.
- Works appropriately with all stakeholders.
- To develop and maintain good working relationships with personnel from the HSE and other agencies so as to promote a seamless service to families.

6. Team Working

- To work in collaboration with the other members of the inter/transdisciplinary team in the planning and delivery of services for children.
- Attend and actively contribute to relevant clinical and professional and service meetings.
- Participate in training and developmental opportunities as identified and agreed.
- Support and contribute to research initiatives as required.
- Understands concepts of inter and transdisciplinary team working and complexity of working in teams.

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, or designated 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.
Salary:	The current salary scale for this post is €43,231 – €63,184 pro rata per annum.

Annual leave:	Annual leave entitlement is 32 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 on 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.