



Saint John of God Community Services Liffey Services

Job Description

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| Post: | Senior Occupational Therapist |
| Location: | Saint John of God Community Services Ltd., Liffey Region, or any other location associated with the Region. |
| Responsible to: | Regional Director |
| Reporting to: | The reporting relationship is to the SJOG Regional Director of Services or designated person |

Hospitality, Compassion, Excellence, Justice, Respect

Person Specification:

Qualifications:

- Degree in Occupational Therapy recognised by the Occupational Therapists Registration Board at CORU.
- Eligible for AOTI membership

Experience:

- A minimum of 3 year's post-graduate experience working in Occupational Therapy.
- Proven experience working with children and adults with complex needs
- Experience working within an inter-disciplinary team providing services to children and adults with complex needs
- Experience to provide clinical supervision and supporting others development

Professional Knowledge

- Flexibility, excellent communication skills and organizational skills
- An understanding of the bio-social model and child and family centred practice.
- Up-to-date with developments in the field of Occupational Therapy relevant to working with children and adults with complex needs.

Essential:

- Full clean driving licence and access to own vehicle.

Key Areas of Responsibility:

The Occupational Therapist as part of an interdisciplinary team will provide support for children, young people aged 0-18yrs and adults with complex needs.

Duties and responsibilities

- To provide assessment, consultation, intervention, and recommendations in areas of Occupational Therapy performance including daily living skills, productivity (education/work), leisure, as well as specialist equipment and environmental adaptations needed to promote independence skills.
- To develop Occupational Therapy programmes for children and adults in designated areas to help achieve optimum independence within daily routines, enhance quality of life and maximise integration within the community.
- To work collaboratively with children, adults and their parents in setting meaningful goals and measuring outcomes.
- To work effectively as part of an inter-disciplinary team, participate in team meetings, team-work, key-working, individual and family service planning, family meetings, and clinics as appropriate.
- To be responsible for effective communication with parents/guardians, carers and relevant staff involved in the care and education of the service user group to ensure understanding and follow-through of therapy recommendations.
- To liaise closely with educational and community-based services in delivering appropriate occupational therapy and team-based interventions.
- To take a lead role in teaching/training of parents/staff/students as required by the service
- To actively participate in inter-agency working, fostering a positive, efficient and supportive working environment.
- To monitor and evaluate occupational therapy practice within the designated service area with a focus on evidence-based practice.
- To participate in service audits and research.
- To contribute to the ongoing development of the occupational therapy service and the team-based children's services, including the development of policies, procedures and protocols in line with good practice.
- To advise the Team Manager of the on-going needs within the designated service areas.
- To be accountable for managing, maintaining and controlling materials, equipment and other resources as required.
- To ensure that appropriate clinical records are maintained and that reports are written in accordance with Service policies, procedures, protocols and guidelines.
- To use available electronic and information technology systems for effective communication, information exchange and information recording.
- To record workload and maintain statistics as required.
- To participate Service including in the supervision process within the being a supervisee, and also supervising other occupational therapy staff and student occupational therapists when required.

- To keep up-to-date with developments in the field of Occupational Therapy and other areas relevant to the service-user group and be responsible for your own Continuous Professional Development.
- To operate within the policies and procedures of the Services at all times.
- To promote dignity at work and show respect to service users, colleagues and stakeholders in the course of duty.
- To perform such other duties as assigned from time to time by the Line Manager/ Team Manager.
- As the duties and responsibilities of any post in the Service are likely to change with the ongoing needs of the service users, i.e. age, level of disability, Personal Outcome Measures, etc, staff are expected to have a high level of flexibility, and a willingness and an ability to develop new approaches to their work as the Service Users needs demand.
- To be fully familiar with the terms of the Safety, Health and Welfare at Work Act and all relevant policy documents of the Order i.e. Employee Handbook, Safety Statement, Guidelines for Investigation of Allegations of non- accidental injury and abuse, etc.
- To attend and participate in in-service training as required.

Note:

This job description is subject to review in the light of experience and / or changing circumstances and will include other duties appropriate to the post as may be determined by the Director or designated nominee.

CONFIDENTIALITY

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need-to-know basis. In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody until they are no longer required in accordance with GDPR.

This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.
