

Job Description & Person Specification

POST TITLE: OCCUPATIONAL THERAPIST

REPORTING TO: DIRECTOR OF THERAPIES

KEY RELATIONSHIPS:

Internal	External
PCC and PLC Teams Area Managers	GPs Local authority Acute Providers Voluntary Sector Providers Targeted and Universal Children's services

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team and the wider organisation. Behaviourally the post holder is expected to set the right professional example by acting as a role model for Phoenix's HEART values (Honesty, Empathy, Aspiration, Respect and Teamwork).

The post holder will be responsible for clinical work as part of the Phoenix Integrated Therapies Team, representing the organisation by providing leadership, support and guidance to team members and the wider staff group and ensuring a young person focused service.

The post includes providing clinical leadership and practicing at an advanced level demonstrating a high level of autonomy and clinical decision making. The role is a collaborative one working with individuals and groups across professional and organisational boundaries.

The post-holder will be a graduate qualified health care professional (occupational therapist), fully registered with the appropriate professional or regulatory body (Royal College of Occupational Therapists and HCPC).

OBJECTIVES

1. Build relationships with stakeholders (both internal and external as appropriate)

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All duties will fall within the scope of your abilities.

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2. Provide Occupational Therapy (OT) Services to service users across the Phoenix Group
3. Make detailed assessments and report on individual's OT needs
4. Develop relevant individual therapeutic programmes
5. Support educational and social care staff to implement OT programmes
6. Liaise with colleagues, parents and external professionals
7. Contribute as a member of the Integrated Therapies Team
8. Contribute to Staff Development and Training

KEY RESPONSIBILITIES

1. Solve problems; be able to navigate emotional and political dynamics, gain insight to recognise the root cause/s of the problem understand the sensitivity to see its importance to those involved, and have the courage to take, with support of line management, potentially difficult measures to resolve the concerns whilst possessing the credibility to be heard
2. Set expectations, tone and the clinical leadership agenda in terms of quality and robustness of clinical standards
3. Provide Occupational Therapy (OT) Services
4. Develop individual plans for children, young people and young adults to maximize their ability to engage in every day occupations
5. Access clinical supervision to guide practice
6. Provide OT assessment and treatment services to children, young people and young adults with a range of relevant complex needs, such as learning difficulties/disabilities, ASD, Asperger's, emotional social and behavioural difficulties and/or challenging behaviour
7. Planning and developing individual OT programmes
8. Supporting service users through treatment and adapting their programme where necessary
9. Advising and recommending assistive technology and other therapeutic aids
10. Working within a multi-professional therapeutic team and with external professionals
11. Supporting managers, tutors and social care professionals to implement programmes
12. Advising and coaching parents and carers to continue the therapy at home
13. Providing detailed reports and keeping detailed records of young people's progress
14. Contributing to staff development and training
15. Attending meetings with external professionals from a range of agencies
16. Carrying out other duties as directed by the Director of Therapies
17. To represent the organisation and provide information as required (GPs, primary and secondary care professionals, voluntary organisations, young people and their carers)
18. To provide specialist OT advice to colleagues

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19. To gain valid informed consent and have the ability to work within a legal framework with young people who lack capacity to consent to treatment
20. To deal with complaints in accordance with the organisation's policy
21. To instigate and maintain communication flows both within the organisation regarding ongoing care for young people. Communication may be face to face, via e-mail, telephone or in written form

CLINICAL LEADERSHIP

1. To carry out assessments and develop formulations of highly complex young people by the utilisation of interpreting and analytical skills in order to recommend the best course of intervention and development of a comprehensive package of care aimed at working towards recovery and minimising risk
2. To accept clinical responsibility for a designated caseload and organise this effectively and efficiently with regard to clinical priorities and use of time
3. To monitor the young person's progress/status throughout their care pathway and liaise with the GP, medical staff or community services as appropriate
4. Work with colleagues to develop the Integrated Therapies Team in response to the developing evidence base regarding best practice
5. To demonstrate highly specialist knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge or treatment skills

CORPORATE

1. Work within the policies and procedures of the organisation
2. To ensure that documents and records are maintained in accordance with both the organisation and professional guidelines
3. Adhere to the HCPC code of professional conduct and comply with the requirements for professional registration and practice
4. Be aware that employment outside your normal working hours is not precluded. However such employment must not hinder or conflict with the interests of your work in the organisation
5. To assist with the investigation of complaints and the formal response
6. To plan and organise efficiently and effectively the OT workload in order to meet prioritised need, in accordance with the service requirement
7. Co-ordinating the allocation of the workload with annual/study leave
8. Assist in personal and professional training needs as part of the Integrated Therapies Team in accordance with personal development plans and PDPs

CLINICAL SKILLS

1. Ensure all young people using OT have individualised care plans and that these are reviewed at appropriate intervals

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2. Develop clinical practice and procedures that best support the well-being of young people
3. Work with colleagues to ensure that specialist, professional, skilled clinical care is provided for young people and that this is adapted to meet their individual needs
4. Provide emotional and psychological support to the young person, staff and family and be aware of the social needs, referring them to appropriate bodies
5. Assess young people's understanding of treatment proposals, gain valid informed consent and have capacity to work within a legal framework with young people who lack capacity to consent to treatment

COMMUNICATION

1. Take steps to ensure confidentiality of records & information in day-to-day communication & understand when certain information may need to be passed on
2. Use appropriate means of communication to promote good relationships with Colleagues, Young People, Pupil's and their relatives, the local community and any other parties with whom Phoenix Learning & Care has dealings
3. Report all concerns you or others have regarding the ability of the service to meet the needs of those using the service including potential abuse, comments or complaints
4. Read and understand the appropriate Policies of the organisation raising any issues or knowledge gaps with the Director of Therapies immediately
5. Welcome and be courteous to all visitors/contractors to the service ensuring safeguarding procedures are followed at all times
6. Attend employee meetings as directed including supervision and appraisal
7. Work efficiently, planning ahead to prevent wasted journeys and extra expenses
8. Work flexibly with regards to the duties performed and the hours worked, to ensure the smooth running of the service

HEALTH AND SAFETY

1. Understand your responsibilities under the Health and Safety at Work Act 1974 and act by taking reasonable care of the safety of those who use our services, colleagues, the public and yourself
2. Be aware of the work-place hazards identified in the General Risk Assessments and COSHH risk assessments and the management controls described. This includes the safe and proper disposal of hazardous materials, operation of manual and power equipment
3. Be aware of the fire hazards identified in the Fire Risk Assessment, the management controls identified and your role in fire prevention and what to do in the event of a fire
4. Apply the principles of safe food handling as they apply to your work
5. Understand your role in infection control and in reducing and managing these risks by implementing Phoenix policies and Best Practice guidelines
6. Promptly report any accidents, adverse incidents or observations of injury

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7. Promptly report any health and safety hazards, maintenance issues or malfunction of any systems, building elements or equipment, including heating, lighting, fire, security or call systems to you Line Manager or Health & Safety representative
8. Understand your responsibilities in relation to safety standards related to individual OT equipment and your role in promoting the wider team adherence to these standards

DATA PROTECTION

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information on computer systems (e.g. Behaviour Watch) to ensure that the data entered into these systems is of high data and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

INFORMATION SECURITY AND CONFIDENTIALITY

All employees are required to observe the strictest confidence with regard to any personal information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the organisation and its employees.

You are required not to disclose any confidential information either during or after your employment, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the organisation could result in disciplinary action being taken

KEY PERFORMANCE INDICATORS (KPIs)

Each individual and team will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and team KPI's will be routinely monitored by your manager.

JOB DESCRIPTION

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder. There may be a requirement to undertake other duties as may reasonably be required to support the organisation.

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**PERSON SPECIFICATION
OCCUPATIONAL THERAPIST**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Excellent communication and presentation skills • Excellent organisational skills • Proven ability to manage multiple tasks along with excellent time keeping skills • Demonstrable experience of developing processes and introducing new working practices • Good IT skills and capabilities • Knowledge, skills and ability in working with a wide range of service users with occupational difficulties • Excellent communication and listening skills • Ability to work on own initiative • Good team worker • Ability to write detailed reports 	<ul style="list-style-type: none"> • Working within a highly regulated environment • Experience of working in the care sector • Knowledge of language and communication issues in children and young people with learning disabilities • Ability to create positive working relationships with young people 	<p>Application form Interview</p> <p>Application Form Interview References</p> <p>Application Form Interview References</p>

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	<ul style="list-style-type: none"> • Ability to explain complex OT issues to laypersons • Experience of working with young people with neurodevelopmental and learning disabilities • Experience of carrying out generic assessments with other colleagues in a multi-disciplinary team • Experience of sensory integration work • Experience of initiating, organising and planning inter-agency meetings aimed at setting in place a treatment package tailored to the individual needs of the young person • Experience of providing professional teaching and training for other professionals • Experience of providing clinical interventions in different cultural contexts • Experience of service development and demonstrable ability to managing change • Ability to communicate clearly and effectively highly complex and sensitive matters to young people, which give rise to psychological 		
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	<p>distress</p> <ul style="list-style-type: none"> • Highly developed ability to integrate complex clinical information into a coherent formulation • Specialist skill in the ability to communicate effectively, verbally and in writing complex, highly technical and/or clinically sensitive information to young people, their families, carers and other professional colleagues both within and outside the service. • Ability to tolerate anxiety without recourse to premature action whilst appreciating the role of the clinical supervisor • Capacity to work alone, involving colleagues and manager as appropriate • Capacity to write clear records and observe policies, procedures and guidelines • Ability to plan and organise own workload and time • Ability to use outcome monitoring across all clinical work 		
EDUCATION & TRAINING	<ul style="list-style-type: none"> • Evidence of Continued Professional development • NVQ level 2 or 	<ul style="list-style-type: none"> • Sensory Integration Module 2 & 3 	<p>Certificates</p> <p>Portfolio</p>

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	<p>equivalent standard of literacy and numeracy</p> <ul style="list-style-type: none"> • Successful completion of a graduate training in occupational therapy (BSc) • Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes (e.g. CYP-IAPT training) • To be eligible for registration as a full member of the appropriate professional body (HCPC) • Sensory Integration Module 1 		
SPECIFIC KNOWLEDGE	<ul style="list-style-type: none"> • High level knowledge of the theory and practice of working with Children with neurodevelopmental and learning disability needs • Knowledge of legislation and guidelines in relation to neurodevelopmental and learning disabilities and safeguarding procedures and policies • Knowledge of NHS, Social Care and Education structures, national policies and frameworks, evidence based practice including NICE 	<ul style="list-style-type: none"> • Knowledge of the Care Standards Acts as applicable to Children's homes • Experience of OFSTED inspections and the regulatory regime • Knowledge of health, safety and risk assessment 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

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	<p>guidelines</p> <ul style="list-style-type: none"> • Knowledge of risk management and ability to monitor and assess risk and act accordingly to ensure safety • Knowledge of research methodology and outcome research methodology and outcome research design and ability to critically interpret research findings • Knowledge of electronic record systems 		
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Has integrity and of good character • Motivated self-starter and driven • Good influencing and negotiation skills and ability to manage conflict • Flexible & reliable • Confident decision maker with good leadership skills 	<ul style="list-style-type: none"> • Calm, empathic and team worker. 	Interview
ADDITIONAL REQUIREMENTS	<p>Car Driver + own transport</p> <p>Passion to provide an excellent quality of service</p> <ul style="list-style-type: none"> • Full Driving license • Willingness to travel to company sites throughout the South West • Demonstrate a commitment to personal development and training • To be able to work 	<ul style="list-style-type: none"> • Knowledge of local area 	<p>Driving Licence</p> <p>Interview</p> <p>Application Form and CV</p> <p>Interview</p>

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	<p>within a Professional Code of Conduct and Ethics</p> <ul style="list-style-type: none">• To be able to work autonomously within the overall framework of the organisation's policies and procedures• Able to form good working relationships with others in multi-disciplinary and inter-agency settings• Evidence of personal resilience and aptitude for dealing with challenging, potentially distressing and highly emotional clinical work		
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