

Job Description – Occupational Therapist

Job Title: Occupational Therapist

Location: In line with the seniority of this post, the post holder may be required to undertake delegated line management of others within the Professional & Clinical Multi-disciplinary Team and be located as a regional role to ensure activity meets the agreed expectations of the Regional Head of Children’s Wellbeing and Clinical Services and relevant Regional Director

Reports to: Clinical & Wellbeing Locality Lead

OFG Wellbeing Strategy

The Wellbeing Strategy embeds a culture of positive wellbeing for all staff throughout the Outcomes First Group care, education and fostering services. The strategy uses the image of a rainbow to highlight the different wellbeing responsibilities throughout all the OFG job roles and specifically defines clinical input into universal, enhanced and specialist domains.

The Wellbeing Rainbow ensures that the needs of the children and young people who live and learn with OFG are met, whilst supporting the staff teams and foster carers with clinical advice, training and reflective practice. The Wellbeing Rainbow recognises the strength of inter-disciplinary working and our robust system of clinical governance ensures that all the clinical assessments and interventions are informed by the most current research theory and evidence base.



Job Purpose:

Working as part of an multi-disciplinary team, to provide a specialist Occupational Therapy service. To work collaboratively with all regional services, promoting the wellbeing and best interests of the specific client group and the effectiveness of the service in achieving its aims and objectives. To undertake all aspects of Occupational Therapy clinical duties, working within the ethical framework provided by the rules of professional conduct.

To provide advice, information and training to staff, other members of the multi-disciplinary support/ clinical team, commissioners and other agencies regarding complex sensory, motor and executive functioning issues relevant to autism and associated conditions including individuals presenting with behaviour, which challenge. To contribute to

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the professional development of staff, through the dissemination of understanding, knowledge and good, evidence-based practice.

Key Stakeholders:

Internal:

- Other staff within the Clinical and Professional team
- Staff in other departments within the Centre
- Staff in other Centres in the Region
- Central Office Staff

External:

- The Relatives, advocates and others of the children, young people and young adults we support
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community
- Neighbours

Key Responsibilities:

Professional and Clinical

- To carry out Occupational Therapy assessments of children/ young adults with diverse presentations to identify needs and develop and support the delivery of individualised intervention programmes
- To model standards of best practice in line with Care Quality Commission outcomes and the principles of Clinical Governance within own professional activities
- To make decisions about treatment options taking into account relevant evidence based research, theory, practice and highly complex factors concerning historical and development processes which have shaped the specific client group and their families
- To formulate plans for the treatment, management and support of the specific client groups based on sound OT understanding; that employs evidence based practice and that are integrated into the overall education, care and treatment plans
- To provide specialist expertise in OT principles and techniques through advice, supervision and consultation to other members of staff
- To work with own caseload and to provide specialist assessment and intervention
- To undertake direct intervention with service users
- To provide specialist advice, consultation, teaching and training within the service and to external agencies.
- To participate in the process of the assessment of referrals
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload and during advice and consultation offered to others
- To attend and contribute, as a specialist clinician, to multi-disciplinary and multi-agency meetings as appropriate and when required
- To work as a key member of the multi-disciplinary team which encompasses the education, residential and clinical services
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers
- To communicate and share information in a highly skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive and sometimes confrontational

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- To ensure that all members of the team have access to an OT based framework for the understanding and care of clients, through advice and consultation, clinical supervision and the dissemination of knowledge, research and theory
- Ensure that standards of excellence are maintained, especially in relation to OT programmes for the individuals within the designated services
- To participate in the evaluation of clinical work
- To contribute to the development of best evidence based practice within the service
- To exercise professional responsibility based on the Code of Professional Conduct and Ethics of the relevant OT professional body
- To maintain the highest standards of clinical record keeping and report writing

Staff

- To support and participate in the recruitment of OTs and other staff across the region as requested by the Regional Head of Wellbeing and Clinical Services
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy
- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies
- To contribute to the clinical training of students as appropriate and provide formal feedback to the relevant training body

Teaching, Training and Supervision

- To provide specialist advice, consultation and training to all employees, contributing to the development of effective and properly evaluated ongoing staff development and in-service training
- To provide presentations, training, advice and consultations to other agencies, as appropriate
- To continue to develop expertise in the area of professional post-graduate training and clinical supervision

Policy and Service Development:

- To contribute to the senior operational management team to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of needs, using evidence based evaluation of outcomes and following best practice guidelines
- To participate in and take the lead in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services by providing an OT perspective, following evidence based and good practice
- To act in accordance with the policies of the organisation and relevant OT professional body Practice and Ethical Guidelines
- To maintain an up to date knowledge of legislation, national and local policies and issues in relation to the specific client group
- To comply with service standards and practices to ensure that safe practices are maintained at all times

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Administration and IT

- To maintain records consistent with the current legislation
- To undertake the administrative duties appropriate to the tasks
- To be aware of the mechanisms of Clinical Governance, Quality Assurance and audit of OT services
- To be competent in the use of basic IT packages. To maintain comprehensive clinical notes & consultation records
- To develop a skill base in the administration and analysis of a range of IT packages as required

Research and Service Evaluation

- To participate in audit and evaluation of all clinical activity within the post and provide such information for the purpose of service monitoring and development
- To utilise theory evidence-based literature and research to support effective practice
- To represent a professional viewpoint in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct
- To contribute to professional, academic journals and conferences as a means of developing the service, the evidence base and disseminating good practice
- To undertake appropriate agreed research

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the service as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the children/ young adults that we support and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required by Clinical and Wellbeing Locality Lead or Regional Head of Wellbeing and Clinical Services

Managing own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

Health and Well-Being

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of

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the well-being of children and young people

- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support children and young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support

Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by their Line Manager / Clinical and Wellbeing Locality Lead / Regional Head of Wellbeing and Clinical Services or Head of Service/Principal/Head teacher/ Head of Care / Regional Director. You will be working as part of a friendly team and may be asked to provide extra support during busy periods, working together in a mutually supportive way towards shared priorities.

I have read through the job description and agree to perform the duties as outlined above

Job Holder’s signature

Name: _____

Signed: _____

Date: _____

Signed on behalf of the OFG Group

Name: _____

Title:

Signed: _____

Date: _____

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Person Specification

Experience	Essential	Desirable
<ul style="list-style-type: none"> Relevant post-qualification OT experience working as a Therapist, including post qualification working in the specific client group 	✓	
<ul style="list-style-type: none"> Experience of representing occupational therapy within the context of multi-disciplinary post qualification working in the specific client group and multi-agency treatment and care 	✓	
<ul style="list-style-type: none"> Experience of reviewing and developing therapy standards, policies and procedures 		✓
<ul style="list-style-type: none"> Experience of working in a range of settings e.g. CAHMS, LD 		✓
<ul style="list-style-type: none"> Experience of teaching, training and supervision of other OT's 		✓
<ul style="list-style-type: none"> Experience of undertaking appraisal and planning CPD's for less experienced staff 		✓
<ul style="list-style-type: none"> Experience of audit and research 		✓
<ul style="list-style-type: none"> Experience of working with the specific client group. Children and /or adults (service specific) 	✓	
Skills, Knowledge and Aptitudes		
<ul style="list-style-type: none"> Knowledge of legislation and government policy affecting the specific client group 	✓	
<ul style="list-style-type: none"> Knowledge of research and audit methods 	✓	
<ul style="list-style-type: none"> Specialist knowledge of OT assessments and interventions 	✓	
<ul style="list-style-type: none"> Demonstrate knowledge of; Education practices, Sensory Integration Theory and Intervention, Child Development, Principles of Clinical Governance 	✓	
<ul style="list-style-type: none"> Ability to assume leadership responsibilities whilst working as part of a multi-disciplinary team and be pro-active in working alone 	✓	
<ul style="list-style-type: none"> Skills in co-working, liaison and consultation with others, especially with regard to highly complex cases 	✓	
<ul style="list-style-type: none"> Knowledge of IT systems 	✓	
<ul style="list-style-type: none"> Ability to interpret outcomes and statistical information from specialist therapeutic assessment tools 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively, both written and verbal, complex, technical and clinically sensitive information to the specific client group, their carers and families and a wide range of professionals within and outside of the service 	✓	
Qualifications and Training		
<ul style="list-style-type: none"> Degree in Occupational Therapy 	✓	
<ul style="list-style-type: none"> State Registration with the Health Professional Council 	✓	
<ul style="list-style-type: none"> Membership of Special Interest groups 		✓
<ul style="list-style-type: none"> Willingness to work towards further qualifications as required 	✓	
<ul style="list-style-type: none"> Undertake relevant Group induction training on commencement 	✓	
Other		
<ul style="list-style-type: none"> Commitment to the values of the organisation 	✓	
<ul style="list-style-type: none"> Full driving licence and access to a car 		✓

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