



DAUGHTERS OF CHARITY

Disability Support Service

JOB DESCRIPTION

JOB TITLE:

OCCUPATIONAL THERAPIST
East Limerick Children's Services (0-18 years)

The Occupational Therapist will be allocated to work with children aged 0-18 years, or as directed by the Manager of Children's Services.

LOCATION:

East Limerick Children's Services., Ballysimon, Limerick..

EMPLOYED BY:

Daughters of Charity Service

REPORTS TO:

The Manager of Children's Services, East Limerick.
Professional and clinical supervision via the Senior Occupational Therapists.

DUTIES AND RESPONSIBILITIES

1. To assess, diagnose, plan, implement and evaluate treatment/intervention programmes for children, adhering to standards of best practice.
2. To conduct assessments (transdisciplinary, multidisciplinary or interdisciplinary) and treatment/intervention programmes in appropriate setting in accordance with local guidelines.
3. To communicate results of assessments and recommendations to parents and significant others in line with departmental/service guidelines.
4. To maintain detailed records of clinical notes, assessments and intervention plans in accordance with departmental and professional standards.
5. To provide a service that is within the scope of Occupational Therapy practice as outlined by the Irish Association of Occupational Therapists.
6. To monitor and assess the service users' progress and adjust programmes accordingly.
7. To provide on-going support and information to parents, teachers, other therapists and significant others in their day to day implementation of communication programmes.
8. To liaise and work as part of the appropriate team in the provision of Occupational Therapy services to the Child / Young Person.
9. To promote a working relationship with colleagues and significant others in maximising the potential of the child.

...../Occupational Therapy Therapist (Basic)



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10. To attend and participate in network meetings and other relevant meetings as required.
11. To liaise and work with community agencies as appropriate.
12. To participate in the training of Occupational therapy students as required by the Senior Occupational Therapists.
13. To participate in research studies and projects relating to Occupational therapy as required.
14. To monitor and keep up to date with new developments in the area of Occupational therapy within the Irish Health Service.
15. To attend mandatory and recommended courses in accordance with departmental /service guidelines
16. To report accidents and complaints immediately and providing follow up forms and information as required, as per policies and procedures.
17. To advise, seek competitive quotations and order equipment and special appliances as required and approved.
18. To avail of and participate in supervision in accordance with the Daughters of Charity guidelines.
19. To seek advice and assistance from the Senior Occupational Therapists when confronted with difficult cases or issues beyond your scope of practice.
20. Ensure the highest standard of confidentiality is maintained in relation to all aspects of work.
21. To assist the Manager of Children's Services in the development, and implementation, of policies in accordance with the guidelines of the East Limerick Management Committee and/or The Daughters of Charity Service and/or Mid West Children's Services.
22. To participate and be involved in in-service training as required.
23. To participate in the orientation of new employees to their duties as required.
24. To ensure that each person with a disability is treated with the utmost respect and dignity.
25. To ensure that the health and safety policy of the Service is fully complied with.
26. Any other duties as may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the East Limerick Children's Services Management Committee.



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Core Competencies

Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.



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Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.
- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

Innovation & Creativity

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.
- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

Leadership Potential

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

Problem Solving & Decision Making

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

Team work

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.



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- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

Communication & Interpersonal Skills

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.