



DAUGHTERS OF CHARITY

Disability Support Services

JOB DESCRIPTION

JOB TITLE: Senior Occupational Therapist

RESPONSIBLE TO: HEAD OF DEPARTMENT

EMPLOYING AUTHORITY: Daughters of Charity, Dublin

DUTIES AND RESPONSIBILITIES

1. To provide quality, needs and evidence -based Occupational Therapy services to adults/children with intellectual disabilities, their family members, carers and staff (within designated areas).
2. To provide Occupational Therapy services including assessment, intervention, programme planning, monitoring, consultation and/or onward referral services, as appropriate to service users (within designated areas).
3. To prioritise together with the Occupational Therapist Manager referrals and involvement with service users/centres in order to optimise the quality, efficacy and equity of the service provided. To maintain a waiting list when necessary.
4. To assess and recommend appropriate adaptive equipment taking into account client needs, staff/carer needs, environment and available resources. Also taking into account quality of such and value for money.
5. To take responsibility, as required and in consultation with the Occupational Therapist Manager for the planning, development and provision of specialist Occupational Therapy services e.g. Mental health, Autism, Dementia, Seating, Challenging behaviour.
6. To provide, as required, advice and assessment of needs at the stage of new day/residential centres being planned and built and during their initial set-up period, so as to ensure that the environment is adapted and equipped to meet the needs of those service users who will attend/live there.
7. To contribute, support and participate in, as appropriate, the person centre planning process and/or other similar processes.
8. To maintain comprehensive clinical and statistical records/reports of client assessments, interventions etc in line with Occupational Therapy department and Daughters of Charity policies.
9. To participate in the delivery of training/education to service users, family members and staff as required.
10. To supervise basic grade Occupational Therapists as may be assigned to the Occupational Therapy department.
11. To undertake the fieldwork supervision of Occupational Therapy students, as may be assigned to the Occupational Therapy department and to engage actively with the Occupational Therapy Clinical tutor in providing such supervision.

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12. To provide support/opportunities for other students within the service e.g. Nursing, other disciplines.
13. To attend and fully engage in regular supervision sessions with the Occupational Therapist Manager.
14. To review and evaluate the Occupational Therapy services provided within their designated areas regularly, to identify, to respond to make recommendations for future developments.
15. To participate in a multi-disciplinary team, communicating with and working in co-operation with other disciplines.
16. To participate in the development of new policies, procedures and projects both within the Occupational Therapy department, designated areas and the overall service when required.
17. To keep up to date in respect of current trends, developments and best practice in the area of Intellectual disability and Occupational Therapy.
18. To participate in research projects as appropriate.
19. To ensure Occupational Therapy standards are maintained in accordance with recognised standards of practice and code of ethics.
20. To conduct regular clinical audits in order to maintain and improve standards.
21. To adhere to all policies, procedures, guidelines and legislation as required within the Occupational Therapy department and the Daughters of Charity.
22. To maintain the highest standard of confidentiality at all times.
23. To participate in service annual development reviews.
24. To ensure the safety of self and others and the maintenance of the environment used in the workplace in accordance with health and safety acts and local polices, procedures.
25. To advise the Occupational Therapist Manager of materials and maintenance required within the service.
26. To work co-operatively with the Occupational Therapist Manager and all other Occupational Therapists in the Daughters of Charity service to enhance the quality of Occupational Therapy within the organisation.
27. To familiarise self and adhere to Irish and E.U. legislation relevant to the provision of health, disability, social and education services.
28. To manage time effectively.
29. To liase and establish relationships with other agencies, services and professionals as relevant.
30. Any other duties as deemed necessary by the Occupational Therapist Manager.

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 Daughters of Charity Disability Support Services.