

Job Description & Person Specification

Post Title:	Experienced Occupational Therapist, Permanent
Department:	Paediatrics and Adult Services
Location:	Leeds
Line Manager:	Lead Occupational Therapist
Contact Number:	0113 350 8989
Salary:	£37,000 - £39,959 depending on experience, pro rata for part time hours
Hours:	Part Time - 22.5 hours over 3 days

Job Purpose

1. To provide Occupational Therapy equipment assessments for disabled children, young people and adults identifying current needs and future requirements and provide relevant information.
2. To provide advice and information about appropriate equipment for the families of disabled children, adults, professionals, carers and volunteers so they can make an informed choice about their needs.
3. To manage own caseload and work as an autonomous practitioner carrying out Occupational Therapy assessments.
4. To be responsible for leading on and delivering Occupational Therapy Assessments at outreach centres across the region, including powered wheelchair, mobility scooter, passenger access, car seat and car seat safety assessments (travel time to outreach centres to be included within working hours).
5. To maintain professional records and produce comprehensive reports as required.
6. To assess clients and families ability to use this equipment safely.
7. To contribute to service delivery and improvements and promote the work of the William Merritt Centre.

Key Working Relationship: Trustees, Senior Management Team, Allied Health Professionals, General Public, Retailers, Manager /CEO, Colleagues and Peers.

Job Description

Clinical Practice / Workload Management

1. To be professionally and legally accountable for all aspects of own work to ensure the maintenance of high standards of clinical care.
2. To manage a caseload of adult and paediatric assessments as an autonomous practitioner often working alone.
3. To undertake comprehensive assessments of paediatric and adult clients with physical, cognitive and learning impairments and those with complex/multi pathology presentations demonstrating a high level of understanding of the effects of disability/illness.
4. To work alongside an Occupational Therapy Assistant to undertake joint assessments, including working together at the outreach centres across the region.
5. To identify social, environmental and clinical issues that will impact on the final equipment recommendations.
6. To undertake assessments based on knowledge of evidence based practice, training and professional development.
7. To take a broad approach to assessments and develop good working relationships with other bodies e.g. NHS, other Driving Mobility centres, Social Care and Retailers.
8. To create a good working relationship with the client and their families/carers, ensuring that they are fully informed and put at ease.
9. To assess the client's understanding of the assessment process and inform in an understanding and empathetic manner dealing sensitively with those who have a high level of anxiety and/or aggression.
10. To be responsible for good communication with the client about assessment outcome including giving unwelcome or bad news.
11. To undertake risk assessments as part of the assessment process.
12. To be responsible for the safe use of appropriate equipment e.g. car seats, powered wheelchairs, moving and handling equipment etc.
13. To identify equipment required for assessments, liaise with other agencies and ensure appropriate equipment is available in time for planned assessment.

14. To participate in discussion and screening of new referrals.
15. To collate information in the form of literature, leaflets, internet articles, manufacturer and retailer information in response to information requests.
16. To be involved in developing the Equipment and Information display within the Centre for the Paediatric and Adult Services.
17. To be able to travel locally and across the region.
18. To work in line with Health and Safety legislation and to take responsibility for your own health and fitness to meet the physical demands of the job. E.g. being aware that the role may involve moving equipment around the Centre and driving across the region.
19. Maintain standards in respect of the Royal College of Occupational Therapy, Code of Ethics and Professional Conduct for Occupational Therapists.
20. To contribute to flexible working practices to meet the needs of the service and business development.
21. To undertake regular supervision with a Lead Occupational Therapist.
22. Any other duties commensurate with the post holder's abilities as agreed with their line manager.

Communication and Documentation

1. To maintain comprehensive, accurate and professional records of the assessment following guidelines, and provide recommendations.
2. To record accurate statistical information in accordance with the guidelines of the William Merritt Centre.
3. To develop and maintain good working relationships and effective communication networks with colleagues, professionals and other agencies both locally and nationally.
4. To sensitively discuss with the client, carers and relatives, the assessment process, its outcome and any contentious issues, in an understanding and sympathetic manner.
5. To maintain the confidentiality of clients at the William Merritt Centre at all times.

Education and Training

1. To identify and attend relevant training courses
2. To teach and contribute to the professional development of all staff within the Centre.
3. To assist with the planning and coordination of paediatric and adult training and exhibitions.
4. To provide information on and promote awareness of the role of the William Merritt Centre through formal and informal presentations, promotional events and publications.

Leadership/Supervision/Appraisal

1. To review and reflect on own practice through professional and clinical supervision.
2. To participate in peer support sessions and clinical discussion.
3. To provide support to the support staff.
4. To take shared responsibility for allocation of work to support staff.
5. To contribute to the development and provide placement supervision for Student Occupational Therapists whilst on placement at the Centre.

Resource Monitoring

1. To liaise with manufacturers and retailers, on the loan of equipment to meet the needs of clients and the service.

Implementing Change / Service Development

1. To work with the Managers and Senior Clinicians to implement relevant service changes.
2. To represent the William Merritt Centre at meetings, when requested, professionally imparting relevant information/views of our service, and feeding back to our team any identified developments/changes.

Professional Development

1. To continually evaluate own knowledge and practice through regular supervision with a senior member of staff.
2. To remain up to date with current practice and demonstrate ongoing professional development.
3. To participate in internal and external development opportunities and identify own training needs.
4. To be responsible for maintaining own competency to practice through Continual Professional Development (CPD) and maintain a portfolio which reflects personal development and meets HCPC Standards.
5. To attend mandatory training and ensure attendance at regular updates.
 - All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements e.g. Health and Safety; Equality & Diversity; Confidentiality
 - Any other duties commensurate with the post holder's abilities as agreed with their line manager.

Additional Information

The William Merritt Centre is a well-established Social Enterprise and charity providing highly specialised assessment, advice and information services to the Yorkshire region. The post holder will be required to work at its base in Leeds, in the community or at other satellite centres within the Yorkshire region.

Personnel Specification

Title of Post:	Occupational Therapist,
Location:	Leeds – Head Office

Category	Essential/ Desirable	Description	Means of Assessment
<i>Knowledge and Experience</i>	Essential	Working knowledge of a broad range of physical and cognitive conditions in children and adults. Experience of carrying out Occupational Therapy equipment assessments. An understanding of working with individuals with neurodiversity and adapting assessment and intervention approaches to meet their individual needs	Application Form / Interview
	Desirable	4+ years experience working in health and social care settings. Experience of completing basic seating or wheelchair assessments Experience of working flexibly across a range of settings. Experience of educating and training colleagues and students Experience of using assistive technology.	Application Form/Interview

Skills and Abilities	Essential	Ability to undertake paediatric and adult assessments independently. Ability to make complex clinical decisions. Ability to communicate clearly and present information, written and orally in a clear and logical manner. To contribute to service development. To remain up to date with professional practice. Ability to understand the legal implications of the profession. Ability to cope with stressful situations and clients with behavioural and sensory needs. Ability to maintain moderate physical activity throughout the working day in support of occupational therapy assessments, including moving and handling activities relevant to the assessment. To demonstrate competent IT skills.	Application Form/Interview
	Desirable	To demonstrate good presentation skills.	Application Form/Interview
Training and Education	Essential	Degree/Diploma in Occupational Therapy. HCPC Registration. Evidence of CPD	Application Form/Certification Registration Interview
	Desirable	Membership of professional body. Certificated evidence of attendance at relevant courses. Membership of RCOT, CYPF Special Interest Group.	Application Form/Certification Professional Portfolio

Personal attributes	Essential	Ability to maintain judgment under pressure and deal with complex medical conditions. Ability to solve problems. Ability to cope with distressing situations. Reliability. Confidence. Team worker. Enthusiasm for the work of the William Merritt Centre. Ability to cope with organisational change. Ability to develop rapport with clients quickly.	Application Form/Interview
Other	Essential	Full UK driving license.	Application form

Disclosure & Barring Service (Criminal Records Bureau) check

Please be aware that the successful candidate will be required to take a Disclosure & Barring Service (DBS) check. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.