

**Basic Grade Occupational Therapist  
Children's Disability Network Team 6  
Stewarts Care**



Role	Basic Grade Occupational Therapist
Closing Date	23/09/2021
Duration of Post	Permanent Full –time (37 hours per week)
Location	Children's Disability Network Team 6 – Palmerstown Mill Lane, Palmerstown
Reporting Relationship	Children's Disability Network Manager
Job Purpose	The post holder will be responsible for the provision of a quality evidence based Occupational Therapy service including assessing, planning and implementing family centered occupational therapy intervention based on the individual needs of children and young people ( 0 to 18) and their families supported by the Children's Disability Network Team (CDNT) 6 Ballyfermot/ Inchicore/ Palmerstown. The service is provided within the Progressing Disabilities Programme for Children and young people (PDS) framework, with interdisciplinary team working and family centred practice at its core.
Key Duties and Responsibilities	<p><b><u>Clinical Duties</u></b></p> <ul style="list-style-type: none"> <li>• Be responsible for assessment, planning, implementation and review of occupational therapy intervention programmes for children supported by the Children's Disability Network Team. This is needs based and focussed on achieving outcomes that are defined and prioritised by the child and their family through the Individual Family Service Plan meeting.</li> <li>• Attend and participate in interdisciplinary team meetings to ensure integrated goal setting and support for children and their families.</li> <li>• Prioritise caseload based on clinical needs of the child and as agreed with the family through an IFSP (Individual Family Service Plan).</li> <li>• Document all assessments, intervention plans, progress notes and reports in accordance with professional standards</li> <li>• Arrange and carry out duties in a timely manner within settings appropriate to service users and in line with service policy/guidelines</li> <li>• Seek advice and assistance from supervisor/manager with any cases or issues that prove to be beyond the scope of his/her professional competence in line with principles of best practice and clinical governance.</li> <li>• Maintain quality standards of practice and participate in quality assurance and clinical audit as appropriate</li> </ul>

- Participate in the development of clinical protocols and guidelines reflective of evidence based practice.
- Become familiar with and work in accordance with relevant HSE policies, HIQA standards, Progressing Disabilities, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards of service delivery.
- Promote a culture that values equality, diversity and respect in the workplace.
- Become familiar with the key National policy documents for children disability services such as the National Access policy, National policy on prioritization of referral among others
- Participate in the Preliminary Team Assessment (PTA) process as may be assigned.
- Promote a culture that values equality, diversity and respect in the workplace.
- In conjunction with the CDNM, contribute to the development and implementation of procedures, policies and guidelines while adhering to existing standards and protocols
- Participate in own clinical supervision sessions with a senior staff member and/or as assigned by the CDNM.
- Work within limits of professional competence in line with principles of best practice, professional conduct and clinical governance
- Undertake Key Worker role as required

#### **Education & Training**

- Contribute to, deliver and participate in OT and interdisciplinary education sessions.
- Engage in the education of stakeholders, teachers, SNAs, colleagues and student OTs.
- Partake in career and personal development planning. Maintain own professional development and competence.
- Actively participate in induction, clinical supervision, mentoring, appraisal, clinical reflection and be open to reflective practice.
- Attend mandatory training programmes as directed by Stewarts Care.
- Abide by the code of ethics of the Association of Occupational Therapists of Ireland/CORU.

#### **Quality and Risk, Health and Safety Management**

- Participate in any quality improvement projects and change initiatives which may be introduced.
- Follow and adhere to all risk related guidelines as stipulated by Risk Management.
- Ensure the highest level of confidentiality pertaining to all organisational stakeholders.

	<ul style="list-style-type: none"> <li>• Maintain appropriate service user record details and statistics in accordance with organisational and departmental guidelines, along with the Freedom of Information Act.</li> <li>• Comply with and contribute to the development of relevant organisational policies, legislation and professional policies, guidelines and requirements to ensure safe practice and high standards of service delivery.</li> <li>• Work in a safe manner with due care and attention to the safety of self and others.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and Guidance as they apply to the role.</li> </ul> <p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>• Keep up to date and accurate updated occupational therapy records, reports and statistics as required / advised by CDNM</li> <li>• Ensure that confidentiality is always maintained</li> <li>• Compliance with Stewarts Care HR policies with respect to all types of leave, to ensure the Occupational Therapy service needs are met.</li> <li>• Compliance with Health and Safety regulations within the workplace at all times</li> <li>• Contribute to implementing and achieving KPIs as agreed by the children’s disability network manager.</li> </ul>
Qualifications & Experience	<p><b><u>Education and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Hold a qualification in Occupational Therapy approved by the Association of Occupational Therapists of Ireland at CORU.</li> <li>• Practitioners must maintain annual registration on the Occupational Therapy Register maintained by the Association of Occupational Therapists of Ireland at CORU</li> <li>• Demonstrate competence and capability of undertaking the duties attached to the office.</li> <li>• Have a full driving license.</li> </ul>
	<p><i>This job description is an overview of the general duties for the Basic Grade Occupational Therapy role within the Children’s Disability Network Team. Other duties may be included if necessary, by the CDNM and /or Clinical Director.</i></p>

Terms and Conditions of Employment  
Basic Grade Occupational Therapist

Remuneration	<ul style="list-style-type: none"> <li>• Salary and qualifications are in accordance with HSE consolidated pay scales €37,022</li> </ul>
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	<ul style="list-style-type: none"> <li>- €54,029 inc LSI per annum (Occupational Therapist Grade).</li> <li>Your salary is paid monthly (16th unless when 16th falls on Saturday or Sunday you are paid on the Friday prior to the 16th) by direct credit transfer into any Bank or Building Society of your choice where the paypath system operates.</li> </ul>
Annual leave	<ul style="list-style-type: none"> <li>29 Days per annum</li> </ul>
Working week	<ul style="list-style-type: none"> <li>The hours allocated to this post are 37 hours per week with a 7.4 hour standard working day, exclusive of lunch breaks</li> <li>The allocation of these hours will be at the discretion of the Director of Clinical Services and in accordance with the needs of the service</li> </ul>
Probation	<ul style="list-style-type: none"> <li>All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.</li> </ul>
Garda Vetting	<ul style="list-style-type: none"> <li>Stewarts will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.</li> </ul>
References	<ul style="list-style-type: none"> <li>Stewarts will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated. Stewarts reserves the right to determine the merit, appropriateness and relevance of such references and referees.</li> </ul>