

JOB DESCRIPTION

JOB TITLE	Occupational Therapist
RESPONSIBLE TO	Lead Therapist
ACCOUNTABLE TO	Registered Home Manager
HOURS OF WORK	28 hrs per week or as required; 09:00-17:00. Start date: Sept/Oct TBC
LOCATION	Chase Park Neuro Centre

JOB SUMMARY

Responsible and accountable for:

- ensuring the company's vision and values are embedded within the culture of the facility's teams, particularly the clinical teams;
- promoting and applying a positive attitude towards growing the business by forging appropriate professional relationships external to the company;
- ensuring the effective management of the facility budget;
- ensuring efficient, effective and appropriate management and clinical practices are applied consistently across the site;
- giving clear direction to the facility's management team, other members of the clinical and therapy teams and ancillary staff, in accordance with the requirements of appropriate legislation, company policies, procedures and associated codes of practice;
- ensuring the department heads are managing their respective responsibilities in accordance with legislative and company expectations;
- for ensuring staff are effectively managing and applying the quality assurance framework, thus ensuring all our service delivery remains at a consistently high standard across the site;
- for ensuring staff achieve their personal objectives and that they motivate their respective team's members to achieve their personal objectives.

To work and lead on - with the support of the Therapy Assistants - projects to improve quality of care and therapy services with the clients.

To demonstrate drive, initiative and flexibility in carrying out all the principal responsibilities detailed below in order to promote and maintain high standards of service delivery in the nursing, social, rehabilitation and domestic needs of the clients.

To perform as a role model for all staff in demonstrating and developing a 'can do' culture.

Vision and Values

- Supports the company's vision, values, and objectives in all communications, particularly when engaging with and managing staff, customers and clients
- Conducts self as a positive role model and team member
- Recognises client's rights and responsibilities and supports them in performance of job duties



Responsibility

- To Liaise with external professionals to ensure the clients needs are being met.
- Leads on clinical governance issues with support from the Home Manager to ensure effective safety and risk management, compliance with regulatory organisations, staffing and staff management, training and clinical competence, collaborative working and client-centred care.
- To develop care and treatment plans to promote a client's independence and their emotional well-being.
- Perform in accordance with and promote company policies and procedures
- To act as a knowledge base/support in the therapy field for managers and staff within the company, to deliver therapeutic interventions to the clients we support.
- To continually promote awareness of therapy nursing, social rehabilitation and the teams' role as part of the multidisciplinary team.
- To train the care staff and share knowledge regarding each client and provide continuity of care.
- To preserve clients' confidentiality, privacy and dignity.
- To work with the Registered Nurses and Home Manager in developing therapy plans for each client and also completing client assessments for the use of the pool, chairs, hoists and other equipment.
- To ensure client documentation is of a high standard and monitored regularly.
- To ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
- To organise and attend family meetings to give progress updates.
- Complete reports and minutes as appropriate.
- Attend and support the Home Manager with pre-admission assessments.

Team Leader Responsibilities

- To direct, supervise, support and develop the Therapy Assistants.
- To conduct job chat, supervisions and appraisals with the Therapy Assistants.
- To delegate effectively tasks to the Therapy Assistants.
- Attend and participate in MDT and staff meetings.
- To act as a role model to all staff.
- To maintain a flexible working pattern to suit the needs of the service.

Liaison

- To keep the Home Manager regularly up to date with service activities.
- To develop good communication and rapport with staff, customers, clients and health care professionals and to promote collaborative working as appropriate to ensure the best outcomes for clients.
- To attend staff meetings and client reviews where appropriate.

Records

- To ensure the maintenance of such log books and records as may be required by both the CQC and the company e.g. staff induction and training, staff appraisal, accidents / incidents and complaints.
- To ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
- Complete reports and minutes as appropriate.



Training / Professional and Personal Development

- To induct, train and coach any new Therapy Assistants into their roles and responsibilities, and in understanding the role of others.
- To further personal education and training and complete all identified company training programmes.
- To undertake regular clinical supervision in line with professional guidance and company policy.
- To participate in annual appraisal and associated supervision meetings and professional development reviews.

It is not possible nor is it intended that this should be a comprehensive list of duties and responsibilities and should be considered as general guidance only.