



## **JOB DESCRIPTION**

# **Senior Occupational Therapist**

We are looking for a talented and exceptional Occupational Therapist to join our welcoming, dedicated and dynamic team on a full time basis, at the Children's Therapy London clinic in Shepherds Bush.

Children's Therapy is a growing independent specialist therapy centre offering Occupational Therapy and Speech and Language Therapy services. A family centred practice based on a passion for working with and supporting children struggling in aspects of their development, to achieve success and release their potential.

We are a business that genuinely puts the needs of our clients and staff at the heart of everything we do. We recognise that passion and personality matter and an outstanding team is the foundation of our success.

This is an exciting role that offers a varied, rewarding clinical caseload. You will be an experienced, dynamic and motivated OT. Innovative in your approach and able to work on your own initiative. The role offers the opportunity to develop your clinical skills within the private sector within a dynamic and growing practice.

### **Applications and enquiries:**

Applicants should submit a CV and covering letter to [melissa@childrenstherapylondon.com](mailto:melissa@childrenstherapylondon.com), or if you would like to discuss the role in more detail please call us on 0203 6919626 and speak to Melissa.

The ideal candidate will have:

- a minimum of 2 years post graduate experience in Paediatrics.
- post graduate training in Sensory Integration.
- a sound knowledge of child development.
- experience of working with children with ASD, dyspraxia, sensory processing disorders, dyslexia, developmental delay and cerebral palsy.
- confidence in their clinical abilities and strong effective communication skills.
- be able to use their initiative and to exercise independent judgment, decision-making and problem solving expertise.
- be passionate about and committed to our company vision and core values.
- a desire to be an integral part of our team.
- You must have current HCPC registration and an enhanced DBS disclosure will be required on appointment.

Offering opportunities for clinical and peer supervision Children's Therapy London will support and encourage professional development through on-going CPD and further training. We will also offer opportunities to be involved in the ongoing development of our Occupational Therapy services under the guidance of our OT Development Manager. Working collaboratively as part of the team to grow our business in a way that makes us proud.

By joining Children's Therapy London, you will be part of a team dedicated to providing superb standards of assessment and therapy support services to children and their families.

This is an excellent opportunity to develop your career while becoming part of a progressive and growing company. There are opportunities for career progression into management and service development for the right candidate. We are a small, friendly team and the ideal candidate will need to be adaptable and flexible with a hands on approach.

This is a challenging and rewarding clinical position and the successful candidate will be a capable and exceptional individual who will play a key role in our team.

Benefits we offer:

- A competitive salary, including regular performance and salary reviews.
- 25 days holiday per annum (with the option of buying extra leave or selling leave) plus 3 days additional holiday allowance for Full Time post including term time Saturday morning hours.
- A strong investment in training and development.
- Annual profit share bonus.
- A defined contribution pension scheme with employer matched contributions.
- Private health insurance.\*

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- A commitment to supporting wellness and life balance through support and benefit initiatives, including flexible working options, an additional day off for your birthday, subsidised gym membership, yoga at work, active team days, a free FitBit, and team development initiatives.

Passion and personality matter to us as. If you're passionate about making a difference to a child's life, want to be part of a growing collaborative and supportive team where your voice will be heard and want to play a significant role in growing a business that makes us proud then you're a perfect fit for The Children's Therapy team. We want to hear from you!

**Position One:**

**Hours:** Full-Time, 40 hours per week

**Start Date:** April 2016

During clinic opening hours which are Mon – Fri 8.30am – 7pm, Sat 8.45am – 4pm.

Monday to Friday post - Clinic and school based.

**Salary:** £27,000 - £38,000 p/a Dependent on experience

**£750 - April 2016 start date bonus\***

**Position Two:**

**Hours:** Full-Time, 40 hours per week

**Start Date:** September 2016

During clinic opening hours which are Mon – Fri 8.30am – 7pm, Sat 8.45am – 2.30pm. To include Saturday mornings term time only with a minimum 1 Saturday off per month (max 38 working Saturday mornings p/a).

Working days Tues – Sat - Monday working on non-working Saturday weeks.

Clinic and school based.

**Salary:** £27,000 - £38,000 -Dependent on experience + £1000 p/a Saturday bonus and 3 days' additional holiday allowance.

Term time only positions considered.

\*\*The April 2016 Start Date £750 Bonus is for full time positions for Therapists staying in their role with the company for a minimum of 12 months. Therapists must commence their employment by the 18<sup>th</sup> April 2016. The bonus will be paid at the end of the first month of employment. New employees starting on a part time basis (minimum 3 days) will receive a pro-rated bonus. Employees staying in the role for less than 6 months will be required to repay the bonus; employees staying in the role for less than 12 months will be required to pay back a portion of the bonus

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## **JOB SUMMARY**

The Senior Occupational Therapist is an experienced senior clinician, able to provide specialist Occupational Therapy assessment and intervention, and offer clinic guidance and supervision to junior members of the Occupational Therapy team. Clinically they will provide a high quality standard of Occupational Therapy assessment, management, treatment and advice for a caseload of children with a wide range of developmental difficulties and / or disabilities. Acting as a source of clinical knowledge and advice on Occupational Therapy client care for other health professionals in the team and to outside agencies including schools, nurseries and local authorities.

The Senior Occupational Therapist will also assist the Occupational Therapy Development Manager when required in the management of operational aspects in the practice related to Occupational Therapy services to achieve excellent customer service, quality, cost and deliver performance in line with company strategy, goals and values.

## **RESPONSIBILITIES**

### **Clinical**

- Is professionally and legally responsible and accountable for all aspects of Occupational Therapy treatment and care delivered to clients to ensure a high standard of clinical care.
- Sometimes works as a lone practitioner in the community. Recognises the limits of their own practice and knows when to seek advice.
- Takes appropriate action to deal with any emergencies identified including identifying and responding to risk or abuse situations, in accordance with procedures.
- Demonstrates sound theoretical and practical knowledge in the key concepts of the biological, physical, social, psychological and clinical sciences relevant to the specialist area of paediatrics.
- Competent in using a variety of assessment and treatment approaches with children with a range of conditions in order to maximise rehabilitation potential.
- Utilises expert clinical reasoning skills in order to establish an accurate assessment and prognosis in order to formulate individual and agreed care / treatment / management plans for a range of paediatric conditions.
- Analyses and interprets complex clinical and social information from a range of sources e.g. medical reports, social services and educational reports, and integrates it appropriately into occupational therapy assessments and development of care / treatment / management plans.
- Works with children and their families to identify and agree treatment goals based on assessment outcomes.
- Evaluates client intervention and progress using appropriate outcome measures and evaluation tools. Adapts occupational therapy programmes as needed.
- Understands own boundaries and actively demonstrates a knowledge of when to escalate to senior staff.
- Demonstrates good therapeutic handling skills for accurate assessment, treatment and moving and handling of clients.

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- Teaches and demonstrates specific occupational therapy techniques to parents / carers and education staff to enable them to develop the skills needed to carry out the individual occupational therapy programme for the child. Educates parents / carers on the child's medical condition, prognosis and management.
- Is a source of advice on occupational therapy client care for less senior occupational therapists in the team, students and all members of the multi-disciplinary team and professionals working in social services, education and voluntary sectors.
- Assess children for specialist equipment and recommends its purchase from health, education and social services. Sets up and adjusts specialist equipment specifically for individual children. Trains parents / carers and other agencies in the use of the equipment.
- Continually updates clinical practice in accordance with current research, evidence based guidelines, audit results and government legislation.
- Is responsible for maintaining accurate and up to date individual client records. This includes recording of assessment, outcome, on-going treatment evaluation, goal setting and report writing.
- Uses appropriate communication skills with families and children of all ages who have a range of disabilities and associated barriers to understanding such as learning difficulties, hearing and visual impairments and clients where English is not the first language.
- Communicates highly complex, sensitive and sometimes unwelcome information to children, parents / carers and other professionals regarding a child's treatment and prognosis with tact and empathy.
- Offers specialist advice and communicates detailed written reports, occupational therapy programmes and verbal information to parents/carers and agencies including other health professionals, social services, education, voluntary organisations and solicitors regarding a child's occupational therapy management and individual needs.
- Assists in the planning and delivery of in-service training within the business when required.
- Maintains a professional portfolio of Continuous Professional Development (CPD), recording learning outcomes and reflections through clinical practice and internal and external development opportunities.
- Actively participates in the company supervision and appraisal system.
- Undertakes training and development relevant to post keeping record of learning outcomes.
- Demonstrates evidence of core competencies for the role.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

### **Managerial**

- Plans, organises and prioritises own clinical and non-clinical workload with support, as necessary, from senior manager.
- Reprioritises work to accommodate the changing priorities and responsibilities in the business.
- Assists with implementing goals, objectives, policies, procedures, and systems for the clinic.
- Assists in the implementation of policies and procedures to meet government national regulations specific to employment law, healthy and safety, data protection, client

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confidentiality and guidelines provided by professional regulating bodies governing the activities of qualified therapists.

- Demonstrates emerging leadership skills of:
  - Critical Thinking
  - Conflict Management
  - Negotiation and Motivation
  - Demonstrates appropriate delegation and coordination of tasks and duties
  - Fosters teamwork within the clinic
- Assists in managing junior Occupational Therapy clinical and support staff including the recruitment, induction and development of.
- Communicates company messages within the clinic.
- Assists in the implementation of initiatives to encourage effective teamwork.
- Has a solid understanding and working knowledge of clinic systems. Can demonstrate to new and less experienced members of the team.
- Demonstrates own clinical and non-clinical activities to new or less experienced staff.

### **Customer Service**

- Acts professionally at all times.
- Assists with the day to day organisation of the practice when required and ensures a high level of customer service is delivered at all times.
- Identifies and understands the needs of the customers of the clinic. Formulates working relationships which adhere to the clinic standards.
- Greets all visitors to the clinic in a warm, friendly and comforting manner.
- Communicates customer needs and requests to the therapy team when required.
- Manages telephone answering when required and provides information and support to new families making an enquiry to the practice. Manages new enquiries with an empathic, knowledgeable and professional manner, demonstrating an excellent knowledge of clinic services, and following clinic procedures.
- Assists with the implementation and monitoring of client service feedback.
- When required assists with general administrative duties including managing clinic schedules and organising appointments, proof reading reports, and occasionally invoicing and credit control.
- Assists with the implementation of health and safety and risk assessment policies and clinic procedures.

### **Business Focus**

- Has the opportunity to assist with new business development within the Occupational Therapy section of the business – including identifying opportunities and developing products and packages.
- Helps identify new opportunities to build existing client relationships, including building relationships and generating repeat work with professional clients (schools, nurseries, charities, local authorities, solicitors and case managers).

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- Assists with research and data gathering for business development initiatives within the Occupational Therapy section of the business when required.
- Assists with the development of activities associated with building a successful therapy practice.
- Identifies problems which interfere with Occupational Therapy Assistant practice and reports to senior manager on a regular basis.
- Proactively reviews and updates forms and systems used within the practice for Occupational Therapy Assistant services. Standardises when possible.
- Is able to proactively communicate company messages within the clinic, is passionate about the company vision and committed to our core values.
- Assists the Occupational Therapy Development Manager to develop and implement policies and directives within the Occupational Therapy team.

## QUALIFYING CHARACTERISTICS AND SKILLS

### Specific Job Requirements

- Occupational Therapy Degree or equivalent.
- Registration with Health Professions Council.
- Maintenance of CPD portfolio and ability to demonstrate continuing professional development.
- A minimum of 2 years post graduate experience in Paediatrics, experience in private practice is desirable but not essential.
- Post graduate training in Sensory Integration.
- A sound knowledge of child development and broad knowledge of current best practice in children's Occupational Therapy.
- Experience of working with children with ASD, dyspraxia, sensory processing disorders, dyslexia, developmental delay and cerebral palsy and other development and physical disabilities.
- Confidence in your clinical abilities and strong effective communication skills.
- Well developed, clear communication skills. Be able to communicate effectively in the English language in person, by phone and in writing.
- Excellent written skills, with particular reference to report writing.
- The ability to manage multiple priorities, prioritise their work load and manage their own time.
- Excellent organisational skills and ability to take responsibility for tasks
- Leadership skills within context of work place and team
- Competent with computers and online technology.
- Pride in their presentation and must convey a professional demeanor at all times
- A genuine warm personality, empathetic nature with a concern for client care
- Must be able to act calmly and effectively in a busy or stressful situation.
- Excellent team player but ability to work on own initiative.
- Must be passionate about and committed to our company vision and core values.

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- Possess a desire to be an integral part of the team playing a role in growing and developing the business.

### **Key Competencies**

- Excellent clinical skills and competency
- Energetic, confident and motivated
- Empathetic
- Organised
- Passionate
- Creative
- Teamwork
- Leadership
- Customer / client focus

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