

**Policy No: Per 1.1.1**

## Senior Occupational Therapist Job Description

**Job Title:** SENIOR OCCUPATIONAL THERAPIST  
**Service:** Central Services – Therapeutic Services  
**Responsible to:** Head of Therapies

### **Overview of Key Responsibilities:**

The role of the Senior Occupational Therapist is to provide a service to the individuals who live within the group and to ensure that admission, time living within the service and the transition process is supported by considering each person's occupational needs as required through that time within a Positive Behavioural Support framework.

The role purpose is to support people to develop occupational skills to enable them to become more independent and able to live a lifestyle of their choosing that supports health and wellbeing. The role also involves supporting others, such as students, Therapy Assistants and less experienced clinicians through both informal and formal processes of communication and supervision.

The Senior Occupational Therapist will have clinical knowledge of and a thorough understanding of the occupational needs of a client group with learning disability, autism and complex needs and will build upon this understanding of needs throughout all individual interactions to bring about best practice in all aspects of engagement.

The Senior Occupational Therapist will follow the clinical pathway to assess and provide intervention for the people within the service either individually or in groups, as part of a multi-disciplinary team and in a variety of environments.

To work collaboratively with all other employees, families, carers and stakeholders to promote the wellbeing and best interests of the people who use our services.

The Senior Occupational Therapist will also take an active and productive role in service development initiatives, drawing from a previous broad range of clinical experiences.

### **Main Duties and Responsibilities**

#### **Clinical**

- 1 To carry out assessment of individuals within the service in relation to occupational need using assessment tools as required by the individual.
- 2 To formulate interventions plans from thorough assessment with individuals and their family and carers as required to bring about positive change to their access to, opportunity to engage in or choice of occupational experiences. To develop this into support/intervention plans and bring to fruition. To be able to do this

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- autonomously and make positive use of clinical supervision to develop and quality check decisions made.
- 3 To engage effectively and alongside care and activity and engagement staff to jointly bring about changes to support people in opportunity for occupation.
  - 4 To access and utilise the most contemporary relevant research and evidence base to support decision making in the clinical setting. To ensure that support is sought as required to ensure that theory and practice are interlinked.
  - 5 To follow the Occupational Therapy process as per Hesley Group Occupational Therapy department document.
  - 6 To provide information to people we support, families, authorities and all other stakeholders with relevant, timely and accurate information in a format suited to the receiving person needs. This may include reports, letters or documents/ systems using augmented communication methods as required.
  - 7 To facilitate effective and appropriate communication of required information to the relevant people in a timely manner.
  - 8 To demonstrate sound clinical reasoning and evolving ability to problem solve through complex and challenging situations to bring about positive outcomes in the best interests of the individuals living within the service.
  - 9 To actively reflect on and in clinical practice both individually and with peers identifying strengths as well as professional development needs and providing evidence of sound clinical judgements based on research and evidence based practice.
  - 10 To maintain up-to-date and accurate case/progress notes and write reports reflecting advanced knowledge and clinical reasoning, ensuring that they meet the departmental standards, the Hesley Group policy standards and professional standards.
  - 11 To maintain registration as a practicing professional with the Health Care Professions Council as an Occupational Therapist.
  - 12 To maintain registration with the College of Occupational Therapists.

**Communication**

- 13 To attend and contribute to service meetings and multi-disciplinary meetings within and external to the service as required. To take opportunities to take lead roles within these.
- 14 To demonstrate the ability to motivate and persuade others to support positive outcomes and best practice within the service.
- 15 To represent the team/department within all multi-disciplinary systems within the Group and externally to the service as required.

**Personal and Professional Development**

- 16 To undertake personal/professional development planning evidenced by a Personal Development Plan/Professional portfolio developed within an appraisal framework.
- 17 To identify and attend relevant training and development in order to maintain and develop skills and knowledge required to support clients and service development.
- 18 To maintain current knowledge of evidence base and good practice through engagement with variety of opportunities such as conferences, courses,

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meetings, networks and special interest groups. To include presenting at and attending.

- 19 To demonstrate the value of professional development within the team to support others to see the importance, so acting as a clear role model to others.

**Service Improvement/Quality Governance**

- 20 To have a good general understanding of why and how services can be developed and improved. To be involved in and take lead role opportunities in service development initiatives as identified through line management.
- 21 To be actively involved in and if required undertake action research/clinical governance/audit projects.
- 22 To be actively involved in helping to generate and develop a local evidence base system and structure for the teams to access as required. To take a lead role as required.
- 23 To be involved in completing audits as required, use reflective learning, peer discussions and team development days and action planning to generate ideas and create increasing quality within the clinical practice.
- 24 Be proactive in the process of identifying service development needs to the Head of Therapies.

**General/Administration**

- 25 To engage in the completion of clinical data collection databases and systems and processes that are set up within the service to ensure organised work processes across the teams on each site. To identify and help maintain or develop these systems where the clinical need changes.
- 26 To take responsibility for the ordering and subsequent storage and use of team equipment and resources including plans for risk management, infection control and safe handling.
- 27 To provide support to other members of the team and or students to be successful in engaging in collection of clinical data and develop systems to ensure that their work processes are efficient and organised.

**General**

- 28 To undertake any other duties as required by the Director of Therapeutic Services or Head of Therapies, which may include a change in workplace.
- 29 The post holder will be required to work with people whose behaviour may challenge them, this may involve highly distressing or highly emotional circumstances.

**Health & Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

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To remain vigilant and do everything possible to protect people who use our services, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults/Children's workforce.**

Prepared by Human Resources Department: ..... Date: 16 February 2017

Jobholder: ..... Signed: ..... Date: .....

Manager: ..... Signed: ..... Date: .....