

# JOB DESCRIPTION



## Senior Occupational Therapist

### 1. JOB DETAILS

<b>Job Title:</b>	Senior Occupational Therapist
<b>Department:</b>	Operations
<b>Location:</b>	Hub based
<b>Band:</b>	6
<b>Hours:</b>	37.5
<b>Reporting to:</b>	Manager (England South) / Deputy Manager (England Central) / Deputy Manager (England North) / Hub Manager or Community Manager (Scotland) / Manager (Northern Ireland)

**Clinically responsible to:** Lead Occupational Therapist

### 2. OVERALL PURPOSE

The Occupational Therapist will be responsible for empowering veterans to engage fully in meaningful occupations that matters to them and support their participation in life situations. Interventions will be based on enabling them to make choices, building resilience and the use of coping strategies based on sensory interventions. This will be done through assessment and completion of occupational case formulation to guide treatment and delivered through individual and groupwork interventions.

### 3. KEY DUTIES AND RESPONSIBILITIES

#### **Clinical Responsibilities**

- To carry out Occupational Therapy assessments, completing occupational case formulations to devise treatment plans using robust theoretical and evidence-based models.
- Offer group-work interventions using robust theoretical and evidence based models.
- To participate as a dynamic and innovative member of the multi-disciplinary team.
- To provide liaison between various teams offering treatment to veterans.
- To contribute to the whole system treatment planning process, developing, implementing and evaluating treatment and encouraging and supporting service users to define their treatment needs.

- To formulate and adhere to risk assessments and management plans ensuring that appropriate risk documentation is completed and available to appropriate individuals.
- To facilitate and co-facilitate psycho educational groups.
- To lead and contribute to multi disciplinary and multi agency clinical meetings ensuring they are relevant and effective.
- To take an active role in the development of treatment programmes within the community.
- To collate performance and outcome data and submit reports as requested.
- To contribute to the development of comprehensive care packages and to the process of effective discharge planning, working collaboratively within MDT process' and the inpatient team and other voluntary and statutory professionals involved in the Veterans' care.
- To receive and participate in clinical supervision in accordance with policy.
- To promote the health and wellbeing of Veterans and maintain a safe, caring and therapeutic environment.
- To promote and maintain excellent standards of care within the clinical governance framework.
- To supervise junior staff, encouraging and supporting them in their development.
- To support other MDT staff to provide interventions that are recovery focused and promote social inclusion.
- To promote the empowerment and education of service users in relation to their own recovery and wellbeing.

#### **Management responsibilities**

- Providing specialist occupational therapy clinical expertise contributing to the development of the service and multidisciplinary team working
- To promote and contribute to the development of the service within a culture of change.

#### **Administrative responsibilities**

- To keep clinical records up to date and in accordance with legislation and the policies of the Charity.
- To comply with outcome monitoring systems and collation of data.
- To produce high quality letters and reports about a Veterans' treatment.
- To use Information Management and Technology effectively in accordance with the policies of the Charity.
- To complete incident reporting in accordance with the policies of the Charity.

#### **Audit and Research**

- To plan and participate in audit of clinical practice and assist with data collection for research – general research as well as Occupational Therapy research projects.
- To implement, audit and research findings to deliver evidence based practice.

## **Education and Training**

- To undertake mandatory training and appropriate training identified through supervision and appraisal.
- To lead and participate in the development and delivery of training within the team and to other professionals and agencies.
- To identify own training and developmental needs and participate in a personal development plan to meet identified needs.
- To provide support, guidance and supervision to junior staff.
- To provide mentorship to students on placement.

## **Professional responsibilities**

- To maintain professional registration and follow guidelines for conduct and professional practice.
- To participate in regular clinical professional supervision and appraisal, as consistent with the requirements of Organisation.
- To maintain the confidentiality of all client data in line with Organisational policy and the Data Protection Act 1998.
- To represent the Charity in a professional manner at all times.

## **General Responsibilities**

- To fully understand and adhere to the policies and procedures of Combat Stress.
- To be compliant with the administrative and clinical processes defined.
- To work in a flexible and responsive way to meet the changing needs of the service users and demands of the service.
- To promote a recovery focus throughout the Veterans' treatment journey.
- To promote equality, diversity and the rights of the service users.
- To support partnership working.
- To follow safeguarding procedures to minimise risk of harm to children or vulnerable adults.
- To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal rotation (as per contract) and absence cover.
- To contribute to the maintenance of a healthy and safe working environment by adhering to Health and Safety Organisational policies.

## **5. RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

**Reviewed: NC & JduP:**

**September 2021**