

JOB DESCRIPTION

Lead OT – Housing & Equipment

Introduction

This is a permanent, full-time role to carrying quality assurance and service delivery responsibilities alongside occasional direct clinical work and reports to the Clinical Operations Director. The role will involve a mixture of office-based and community-based working.

It requires a qualified Occupational Therapist who has experience in working with clients with complex needs in relation to housing and equipment, including major adaptations. The role provides a mixture of direct clinical work with clients well as clinical oversight of service delivery and quality assurance.

The role requires an individual with strong clinical skills and experience in the field of housing and equipment across a range of client groups/conditions. The role requires a high standard of report writing, clinical reasoning and communication.

The primary goal of our service is to reassure our clients and referrers that they are in safe hands and give them total confidence and comfort in the knowledge that they are under our care.

The personal skills and temperament of the successful candidate will be of great importance. We pride ourselves on being a caring and friendly, but professional company. Nikki, the company founder has an extensive clinical background with a strong sense of ethics and a desire to help. We believe the growth and success of our business to date is directly attributable to ensuring these values, combined with expert knowledge, are at the core of everything we do.

Applications & enquiries

Applicants should submit a CV and covering letter to careers@theotpractice.co.uk or if you would like to discuss the role in more detail please call us on 0330 024 9910.

Our Company ethos

- We make clients & potential clients feel understood and provide sound professional advice
- We are friendly & caring, but always remain professional
- We are socially responsible – if there is a better option for a prospective client then we say so
- We are a private practice and understand that generally our clients are looking for more than what statutory services provide and are willing to pay for that service
- We are driven and go the extra mile if that is what is needed to keep a client happy.

Details of the role

The successful candidate will be responsible for the following core tasks:

Direct Clinical Work:

- Undertaking a number of assessments for clients with a range of housing/equipment needs and varying degrees of complexity from minor equipment/adaptations to major adaptations.
- Preparing comprehensive assessment reports and recommendations supported with strong clinical reasoning.
- Undertaking follow-up work as required where recommended intervention is approved post-assessment.
- Effective time management and accounting for time.

Professional Lead & Quality Assurance:

- Supporting the office-based teams with any queries and the allocation of referrals from a range of referrers including charities, private individuals and case managers etc.
- Undertaking clinical review/quality assurance of assessment reports completed by associate occupational therapists on certain contracts/projects to ensure a consistently high standard of work is maintained.
- Leading on best practice and maintaining up-to-date guidance and resources for associate therapists.
- Supporting the office-based teams with any queries arising from assessments/reports completed by associate occupational therapists.
- Liaising with various parties as needed in regard to any clinical queries from associate occupational therapists, referrers or clients.
- Liaising with referrers as needed on active projects/contracts.
- Delivering training sessions internally to staff/associates and externally to referrers.
- Contributing to continual improvement, service development and best practice.
- Contributing to business development, marketing and inputting to bids/tenders and new contracts/projects as needed.

Skills and qualifications

The following skills and qualifications will be required:

- Fully qualified, HCPC registered Occupational Therapist
- At least 8 years post qualification experience
- Competent with using a range of technology and case management systems
- Experience in private practice is desirable but not essential
- As a community-based role the therapist will need their own vehicle and full driving license
- Willing to undertake an enhanced DBS check

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- Competent with computers and online technology (tech savvy)
- Excellent written skills. With particular reference to report writing
- Ideally be a member of your professional body.

Personal skills & attributes

Fundamental to this role is the character and temperament of the individual. They will be expected to take responsibility for their caseload of clients which will take a high level of organisation, efficiency and sense of responsibility alongside supporting the office-based team and associates clinically. Important personal skills and attributes include:

- Caring, friendly and always willing to listen
- Strong clinical reasoning skills
- Adaptable in approach and the ability to manage expectations of various parties involved in each case
- Exceptional and professional communication skills – both written and verbal
- Personal pride in their work and a sense of wellbeing from helping clients and the business
- Efficient working style and ability to manage time/caseload of clients effectively
- Excellent telephone manner – chatty and confident but always professional
- Able to remain calm, composed and professional under stressful or confrontational situations

Incentive & benefits

An induction/training period will be provided.

We pride ourselves on being a caring and friendly, but professional company. We believe the growth of our business to date is directly attributed to ensuring our values are at the core of everything we do.

This is an employed role, offering a competitive salary (pro-rata), 23 days holiday plus bank holidays (pro-rata), healthcare scheme, mobile phone, laptop and other staff benefits.

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