

JOB DESCRIPTION

Lead OT - Housing & Equipment

Introduction

This role is an exciting opportunity for an experienced clinician looking to share their passion for housing and equipment with our network of independent occupational therapists. This role will involve a mixture of office-based working from our office in Hook, Hampshire, with some community-based clinical work carrying a small clinical caseload and a variety of flexible working options available. The Clinical Lead team has expanded and will support the Professional Head of Occupational Therapy to influence the quality of the housing and equipment services delivered at The OT Practice.

This role requires a qualified Occupational Therapist who has extensive housing and equipment experience, and strong project, customer and people management skills. The role requires an individual with sound clinical skills and experience in the field of housing and equipment across a range of client groups/conditions.

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. It is therefore essential that this individual is able to constantly and consistently uphold these values, and believe in them in the same way 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 Paul Cooper, Professional Head of OT 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 client-focused and want to ensure our clients feel they are in safe hands.
- 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 comprehensive clinical assessments and clinical observation, depending on each individual's needs and in line with your expert knowledge and experience of the best way of obtaining detailed information at the assessment stage.
- Managing appointment schedule/caseload effectively and efficiently to maximise use of time.
- Detailed report writing; presenting clinical findings and setting out recommendations to address areas of identified need. This may include therapy sessions, provision of training, monitoring and reviews, referrals to other professionals etc.
- Carrying out regular treatment sessions in accordance with recommendations and tracking progress against goals.

Therapist Network

- Supporting with recruitment/interviewing of prospective associates.
- Work closely with the Network Operations Manager and the clinical teams to induct and facilitate therapist performance.
- Leading on best practice and maintaining up-to-date guidance and resources for associate therapists.
- Mentoring on a case-by-case basis as required with our associate OTs.
- To work with the Professional Head of OT to develop initiatives that support engagement and retention of our current therapists.
- To work with the Professional Head of OT to develop and engage strong networks both internally and externally to facilitate collaborative working and to ensure the opportunity for development and innovation.
- To work with the Professional Head of OT in presenting and representing The OT Practice at events and conferences.
- Provide regular supervision for employed therapists of The OT Practice.

Service Development

- Preparing policy and process documents related to service delivery.
- Ongoing development of assessment and supporting documentation.
- Identifying areas of change to improve processes and procedures to increase efficiency.
- Delivering clinical training sessions both internally (team members/therapists) and externally (referrers/customers) as required.
- Fostering a culture of continual improvement, best practice and quality within the team.
- Inputting into the definition/scope, planning and roll out of new service offerings.

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Quality Assurance

- Supporting the office-based teams with clinical queries from a range of referrers including housing associations, local authorities, charities, private individuals and case managers etc.
- Undertaking clinical review to quality assure assessment reports completed by associate occupational therapists to ensure a consistently high standard of work is maintained.
- Liaising with various parties as needed in regard to any clinical queries from associate occupational therapists, referrers or clients etc.
- Support the clinical teams in providing training/advice to report checkers regarding difficult/complex cases in their area of specialty.

Skills and qualifications

The following skills and qualifications will be required/desirable:

- Fully qualified, HCPC registered Occupational Therapist.
- At least 5 years post qualification experience.
- At least 3 years of those years working within an adult social care/Local Authority/Housing setting (desirable).
- Experience in private practice is desirable but not essential.
- As a community-based role the therapist will need their own vehicle and full/clean driving license
- Willing to undertake an enhanced DBS check
- Excellent written skills. With particular reference to report writing
- Ideally be a member of your professional body or specialist interest group.

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. Important personal skills and attributes include:

- A communication style which is caring, friendly and professional.
- Adaptable in approach and the ability to manage expectations of various parties.
- 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.
- Ability to work with a high degree of autonomy and initiative.
- Able to understand clients' needs, build trust and establishing a strong rapport.
- A strong sense of ethics and integrity.

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Working with The OT Practice

We pride ourselves on being a caring, friendly and 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. New joiners will receive an initial induction period and undergo a 6-month probation period.

Working hours: Hours Monday to Friday 9am to 5.30pm (5pm Fridays).

Location: RG27 9HY, Hook Hampshire (free on-site parking and close to Hook railway station).

Hybrid Working Scheme (if full time, eligible role, and upon successfully passing probation) 72 days per year to book as home-working days on a Tues, Weds or Thurs.

Holidays: 31 days per year (including Bank Holidays) with option to "purchase" up to 3 additional days each year.

Access to Health Cash Plan providing video GP appointments, cover for routine prescription / other medical costs as well as access to telephone counselling and online physio assessments.

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