

JOB DESCRIPTION

Lead OT – Paediatrics

Introduction

This role will involve a mixture office-based working from our office in Hook, Hampshire, with some community-based clinical work as part of carrying a small clinical caseload. This is a permanent, full-time role to carry out quality assurance and service delivery responsibilities and reports to the Clinical Services Manager for Paediatrics.

This post requires an Occupational Therapist with experience in the field of paediatrics. The person will have worked with children and young people with diagnoses of autism spectrum conditions and developmental co-ordination disorder/ dyspraxia; as well as those who experience challenges in the areas of sensory processing and motor and perceptual skills impacting on function and accessing education. (Experience of also working with children with complex physical impairments including neuro disability would be advantageous but not essential).

The role requires an experienced clinician with strong assessment skills, a high standard of report writing, clinical reasoning and communication. Experience of the various private and statutory sectors/referrers that the paediatric team work with will be advantageous.

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 practice 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 Louise 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 comprehensive clinical assessments including a range of standardised/non-standardised 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
- Carrying out treatment for children/young people as part of their Education, Health and Care Plan
- Devising programmes and resources to guide families/school in adopting strategies and treatment approaches

Team Lead & Quality Assurance:

- Supporting the office-based teams with clinical queries and the allocation of referrals from a range of referrers including LEAs, private individuals and case managers etc.
- Handling new enquiries when required from a range of referrers and converting these to referrals through sourcing an appropriate therapist from our network.
- Undertaking clinical review/quality assurance of assessment reports completed by associate occupational therapists to ensure a consistently high standard of work is maintained.
- Using our bespoke case management system to issue assessment quotes, treatment quotes, process client reports and invoices.
- Liaising with various parties as needed in regard to any clinical queries from associate occupational therapists, referrers or clients etc.
- Maintaining relationships with referrers on active cases.
- Preparing and delivering internal/external training as required.
- Assisting with supervision of associate OTs.
- Contributing to continual improvement, service development and best practice.

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Skills and qualifications

The following skills and qualifications will be required/desirable:

- Fully qualified, HCPC registered Occupational Therapist
- At least 3 to 5 years post qualification experience in paediatric occupational therapy
- Sensory Integration Level 1 upwards
- 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
- 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. Important personal skills and attributes include:

- Caring, friendly and always willing to listen
- 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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