

## **JOB DESCRIPTION**

### **Occupational Therapist**

#### **Schedule 1**

The Occupational Therapist provides instruction and reinforcement to enable the child to acquire and maintain skills that will allow him/her to function with greater independence in the home, school, and community. This position provides an excellent entry to the field for people who are interested in psychology, behaviour analysis, special education, or other careers in the behavioural sciences.

#### **Duties and responsibilities:**

As an occupational Therapist, you will need to:

Take a whole person approach to each child's physical and mental wellbeing by considering all their needs – Physical, social, psychological and environment.

Create individual programmes for 1:1 therapy to children with autism

Implement the treatment plan as directed by the consultant

Record client data to measure child's progress

Attends monthly trainings, supervision, and workshops

Maintain a high level of professionalism including dress, timeliness, and communication

Review children's programmes regularly, evaluate progress and make changes as needed

Operate a programme of activities that meet the individual needs and interests of children in conjunction with other team members

Liaise with other professionals, such as doctors, social workers, educational therapist, equipment suppliers, parents and carers, teachers and clinical staff

Keep up to date written and electronic records

Complete termly reports and attend multidisciplinary case meetings to plan and review on going treatment.

Support all staff and engage in a good staff team

Liaise with and support parents and other family members

Work alongside the Manager and staff team to ensure that the clinic's philosophy is fulfilled

Read, understand, and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager/Clinical Manger/Deputy/Headteacher/Directors  
Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before parents receives it

Manage a case load of up to 40 children

To respect the confidentiality of all information received.

To develop your role within the team

If a child is unwell ensure the child is kept calm and warm complete the relevant form and management is notified immediately

To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs

To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history

To be aware of the high profile of the clinic and the school and to uphold its standards at all times, both within work hours and outside.

To acquire any license required to legally work & represent yourself as an Occupational Therapist in the United Kingdom

Occupational Therapy assessment and target set-up.

Occupational Therapy sessions with our children

Create comprehensive and balanced Treatment Plans, tied to assessments and tailored to each client's individual needs, to teach skill deficits across all relevant developmental areas.

Make treatment recommendations

Write elegant and accurate assessment and progress reports for schools, LEAs and tribunal hearings, as needed, using sound behavioural terminology and appropriate data collection

Attend IEP meetings and work collaboratively with other team members to develop the most comprehensive and appropriate treatment programme for each child