



Headway East London  
Bradbury House  
Timber Wharf  
238-240 Kingsland Road  
London E2 8AX  
Tel: 020 7749 7790  
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July 2019

Dear Applicant,

**Re: Neurological Occupational Therapist (OT)**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org).

The hourly rate for this position is £49.92 per hour. The job description and person specification are attached. In order to apply you will also need the following documents, which can be downloaded from the website or sent to you in the post on request:

- Application form
- Ethnic monitoring form

**Please ensure you address the requirements as laid out in the job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org)

This is an ongoing recruitment and if you would like further information about the role, application process and our Therapy Service please get in touch (my email and number are below).

Yours faithfully,

Nora Brennan  
**Therapy Service Manager**

Email: [nora.brennan@headwayeastlondon.org](mailto:nora.brennan@headwayeastlondon.org)

020 7749 7790

## **Job Description**

<b>Job Title:</b>	Neurological Occupational Therapist (OT)
<b>Service:</b>	Therapy Service
<b>Based at:</b>	Headway East London and or in the community
<b>Contract:</b>	Associate

## **Background**

Headway East London (“Headway”) is a charity supporting people affected by brain injury. Working across 13 London boroughs, we offer specialist services for survivors and their family. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.

The therapy team at Headway provides neurological physiotherapy, occupational therapy, psychological therapies and complementary therapy.

The past several years have represented an exciting period of growth within the therapy service including the development of a small but bespoke private therapy service offering neurological therapy to individuals directly or as part of a package commissioned by a Case Manager or Personal Injury Solicitor as part of the medico-legal process.

This is an exciting opportunity for an enthusiastic, dynamic and experienced Neurological Occupational Therapist to join our growing therapy team on a self-employed basis covering a caseload of clients in London.

## **Main Purpose**

- To work as an autonomous practitioner to provide specialist occupational therapy assessment and treatment to survivors of acquired brain injury (ABI) who have been referred to the Headway private therapy service on an ‘as and when’ basis.
- To keep detailed, contemporaneous records of all occupational therapy input and draft comprehensive reports as required.

## **Main Duties**

1. To undertake comprehensive occupational therapy assessment of individuals with complex neurological presentations as an autonomous practitioner, including the assessment of neurological impairment (including cognition, perception, upper limb impairment, vocational rehabilitation and fatigue) as well as activity limitations and participation restrictions (as defined in the ICF)

2. To draft formal assessment summaries, progress and discharge reports for the purposes of decision making and information sharing by individuals, their Case Managers and Solicitors.
3. To negotiate goal-directed intervention with individuals and / or carers to establish a realistic person-centred treatment programme, and promote an individual's choice
4. To formulate and deliver a person-centred individual treatment programme based on a sound knowledge of evidence based practice and treatment options using clinical assessment and reasoning skills
5. To independently evaluate progress using recognised and validated outcome measures, adapting therapy as necessary
6. To assess and determine the need for assistive technology and / or adaptive environments to enhance an individual's independence; making recommendations to individuals / carers and other staff / professionals, trialling and training individuals and carers in their use
7. To maintain accurate, detailed and contemporaneous records of all occupational therapy undertaken
8. To communicate effectively and empathetically with individuals with speech, cognitive and behavioural difficulties including communicating information which may be of a complex and sensitive nature
9. To employ appropriate skills to motivate an individual in their treatment programme
10. To communicate complex information effectively to ensure collaborative working with other professionals across health and other agencies to ensure the delivery of a co-ordinated service
11. To attend multi-disciplinary team meetings feeding back on assessments of an individual's function, recommended intervention and progress
12. To carry out intervention with people with complex and challenging behaviour as a lone worker in a variety of domestic and public settings, including public transport; requiring management of unpredictable situations, a problem solving approach to risk management, empathy and negotiation skills
13. To provide advice to educational establishments, workplaces and other community resources to promote an individual's successful (re) engagement in education / work / leisure in the community within appropriate professional capacity
14. To support, advise and provide education for clients, their carers and support workers as appropriate

### **Other Duties**

1. Be accountable for own professional action whilst recognising professional boundaries and seeking advice from own clinical supervisor and / or professional body, where appropriate

### Person Specification

Essential	Desirable
<p><b>Qualifications, insurance and supervision</b></p> <ol style="list-style-type: none"> <li>1. Diploma/Degree in Occupational Therapy recognised by COT</li> <li>2. HCPC Registration</li> <li>3. A member of the BAOT</li> <li>4. Professional indemnity insurance</li> <li>5. Access to an appropriately qualified clinical supervisor</li> </ol>	<ol style="list-style-type: none"> <li>1. Post graduate qualification in neurorehabilitation or neurological occupational therapy</li> <li>2. Member of COT SS - Neurological Practice</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. At least 5 years post graduate experience of working within a neurological rehabilitation setting</li> <li>2. MDT working at Band 7 equivalent level</li> <li>3. Experience working in community settings</li> <li>4. Evidence of relevant Continued Professional Development and reflective practice</li> <li>5. Experience of providing vocational support or rehabilitation</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working with adults with acquired brain injury</li> <li>2. Working in a self-employed capacity or in private practice</li> </ol>
<p><b>Skills, Knowledge and Abilities</b></p> <ol style="list-style-type: none"> <li>1. Excellent clinical reasoning and problem solving skills</li> <li>2. Ability to assess and implement appropriate treatment for neurological impairments including: including cognition, perception, upper limb impairment and fatigue</li> <li>3. Ability to assess and implement appropriate treatment at a level of activity limitation and participation restriction (as defined in the ICF)</li> <li>4. Knowledge of the evidence base in neurological rehabilitation and ability to work within evidence based practice guidelines</li> <li>5. Excellent organisational and prioritisation skills</li> <li>6. Ability to self-motivate</li> <li>7. Highly effective verbal and written communication</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge and understanding of the demographic Headway serves</li> <li>2. Knowledge of services available to brain injury survivors in Headway's catchment area</li> <li>3. Knowledge of the medico-legal process</li> </ol>

<p>skills</p> <ol style="list-style-type: none"> <li>8. Excellent report writing skills</li> <li>9. Ability to relate well to people on a one-to-one basis &amp; in group settings and be empathic with others' situations</li> <li>10. Excellent listening skills</li> <li>11. Awareness of own competency level, work within professional boundaries and seek advice from own clinical supervisor and / or professional body, where appropriate</li> <li>12. Ability to work under pressure and to stay calm in stressful situations</li> <li>13. Excellent knowledge of Microsoft Office/365</li> </ol>	
<p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>1. Manage physical requirements of the job involving manual and therapeutic handling, with frequent light-to-moderate physical effort</li> <li>2. Personally and professionally responsible</li> <li>3. A commitment to team working</li> <li>4. A commitment to equal opportunities</li> <li>5. Sense of humour</li> </ol>	