



Occupational Therapist

Job Pack

## Job Details

<b>Job Title:</b>	Neuro-Occupational Therapist NHS Band 6 Equivalent
<b>Location:</b>	Headway East London and Enfield Community locations
<b>Team:</b>	Therapy Services
<b>Responsible to:</b>	Therapy Service Manager
<b>Responsible for:</b>	Technical Instructor
<b>Hours:</b>	28 Hours (17.5 Hours Enfield, 10.5 Hours Day Service)
<b>Salary:</b>	£37,000 (FTE), (£29,600.00 after pro rating)

## About Us

Headway East London ([www.headwayeastlondon.org](http://www.headwayeastlondon.org)) is a charity supporting people living with brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their families. 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.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.



## About the Role

As Occupational Therapist you will provide occupational therapy assessment and treatment to survivors of acquired brain injury (ABI) who have been referred to the Headway East London services, as part of the Day Service in Haggerston or the Enfield community service. You will focus primarily on activity and participation issues. You will also provide advice, recommendations and training to Headway staff or external organisations.

## Principal Duties and Responsibilities

1. Undertake comprehensive occupational therapy assessment, treatment and evaluation of progress with individuals with complex neurological presentations as an autonomous practitioner, including the assessment of neurological impairment (including cognition, perception, upper limb impairment, and fatigue) as well as activity limitations and participation restrictions, using evidence-based tools and outcome measures, to ensure effective intervention.
2. Negotiate goal-directed intervention with individuals and / or carers to establish a realistic person-centred treatment programme, and promote an individual's choice and autonomy.



3. Contribute to the development of, and run, a range of therapeutic groups offered at Headway and in Enfield to ensure they continue to meet the needs of members with support from the Technical Instructor and Therapy Manager.
4. Maintain accurate and up to date documentation for all of caseload and provide written reports for external professionals such as GPs and case managers to meet professional and organisational demands.
5. Communicate effectively and empathetically with individuals with speech, cognitive and behavioural difficulties including communicating information which may be of a complex and sensitive nature, and employ appropriate skills to motivate an individual in their treatment programme.
6. Communicate complex information effectively to ensure collaborative working within the therapy service, wider staff team and with other professionals across health and other.
7. 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, trialing and training individuals and carers in their use agencies to ensure the delivery of a co-ordinated service.



8. 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 to maintain safety and dignity.
9. Screen new referrals to the Enfield brain injury service and ensure the waiting list is kept up to date in line with our KPI's and referral pathways.
10. Support, advise and facilitate training of staff, volunteers and carers, presenting on topics such as cognition, fatigue, effects of brain injury and safe use of wheelchairs, as well as 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.

## Key Relationships – Internal and External

- Operational Staff – Headway East London
- Members/clients families and carers
- External Partners including health and social care providers, litigation professionals and case managers, educational settings and students



## Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway East London policies and take reasonable care of your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway East London policy and report any breaches as soon as reasonably practicable.

## General

- Be aware of and adhere to Headway East London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

## Other

- Apply the Headway East London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway East London internally and externally.
- Commit to the organisational principles of:
  - coproduction
  - equity, diversity and inclusion
  - sustainability

## Person Specification

Criteria	Essentials	Desirable
<b>Qualifications and specific training</b>	<ul style="list-style-type: none"> <li>• Diploma/Degree in Occupational Therapy</li> <li>• HCPC Registration</li> <li>• Member of the BAOT</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant courses undertaken</li> <li>• Member of COT SS – Neurological Practice</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable post graduate experience of working within a neurological rehabilitation setting</li> <li>• Demonstrable experience of MDT working at Band 6 equivalent level</li> <li>• Evidence of Continued Professional Development and reflective practice</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with adults with acquired brain injury</li> <li>• Demonstrable experience working in community settings</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed understanding of the evidence base in occupational therapy within neurological rehabilitation</li> <li>• Awareness of own competency level</li> <li>• Good understanding of the issues relevant to a person with acquired brain injury</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the demographic Headway East London serves</li> <li>• Understanding of the voluntary sector</li> <li>• Awareness of the various other support services available in the Headway East London catchment area</li> </ul>

Criteria	Essentials
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Highly developed clinical reasoning and problem-solving skills</li> <li>• Highly developed ability to assess and implement appropriate treatment for neurological impairments including: cognition, perception, upper limb impairment and fatigue</li> <li>• Advanced ability to work within occupational therapy evidence-based practice guidelines</li> <li>• Highly developed prioritisation skills in order to manage a mixed caseload of 1:1 therapy sessions, therapeutic group work and training both in Headway and in the community</li> <li>• Highly developed verbal and written communication skills including ability to relate well to people on a one-to-one basis &amp; in group settings and be empathic with others' situations</li> <li>• Developed knowledge and experience of audit and monitoring</li> <li>• Developed literacy and numeracy skills and working knowledge of Microsoft Office and Zoom</li> </ul>
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Developed ability to seek help when appropriate</li> <li>• Developed ability to relate well to people on a one-to-one basis &amp; in group settings and be empathic with others' situations</li> <li>• Developed ability to work under pressure and to stay calm in stressful situations</li> <li>• Ability to self-motivate</li> <li>• Commitment to the values, behaviours and principles of the organisation</li> <li>• Demonstrable commitment to working in ways which promote equity, diversity and inclusion.</li> <li>• Commitment to continuous personal development</li> </ul>
<p><b>Additional requirements</b></p>	<ul style="list-style-type: none"> <li>• This post is subject to an enhanced DBS check</li> <li>• This role requires ability to travel to and across the borough of Enfield</li> </ul>

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**



## To apply

The deadline to apply is 9:00 am, Monday 2nd December 2024.

Please send your **Application Form** and voluntary **Equal Opportunities Monitoring Form** to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org)

For further information about the role and Headway East London, please contact please contact the **Therapy Service Manager Nora Brennan** at [nora.brennan@headwayeastlondon.org](mailto:nora.brennan@headwayeastlondon.org) or call on **020 7749 7790**.

No agencies please.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

