

Occupational Therapist



Job Title:	Occupational Therapist		
Organisational Level:	Service Delivery		
Hours:	37.5 – Monday to Friday	Status:	Permanent
Accountable to:	CEO	Responsible to:	CEO
Remuneration: Per annum	Salary Band 5/6 (dependant on experience)	Responsible for:	N/A
Location:	SpecialEffect, Charlbury, Oxfordshire, and remote working due to COVID		
Date produced:	26/10/2021	Date for review:	

SpecialEffect is an award-winning UK charity that exists to help severely physically disabled people to get more out of life by giving them access to video games and technology.

Main purpose of job:

Application of occupational therapy knowledge, skills and experience of working with people who have complex physical, sensory and/or learning difficulties to:

- Work with individuals to facilitate successful computer control, using appropriate alternative access technology, equipment and software, with a particular focus on eye gaze technology.
- Identify and introduce appropriate computer-based activities and/or communication support, as identified by the individual, to enhance their wellbeing and quality of life.
- Provide training and on-going support with the above to individuals and their support teams.
- Contribute to other SpecialEffect projects and events, as required.
- Contribute to internal and external presentations, as required.

Main Areas of Responsibility:

- Work in accordance with the Royal College of Occupational Therapy Code of Ethics and Professional Conduct, including maintaining accurate and up-to-date clinical notes and records of continuing professional development.
- Work as part of the Service Delivery team (StarGaze Project), involving:
 - Assessment and support visits to hospital ICUs and wards, rehab units and nursing/private homes throughout the UK and occasionally abroad.
 - Providing virtual assessment and support, where appropriate.
 - Liaising closely and building good working relationships with service-users, their families, carers and local therapy teams.
 - Developing in-depth knowledge of key specialist equipment and software, with a particular focus

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on eye gaze technology.

- Research and source new and emerging access technology and software.
- Source and co-ordinate information/research on subjects relevant to the work of SpecialEffect.
- Deliver presentations to a wide range of audiences, including conferences and potential funders, as required.
- Assist in other SpecialEffect projects, as required.
- Attend exhibitions, as required.
- Liaise with and support colleagues in the wider SE team to assist in the smooth running and continuing growth of the charity.
- Provide guidance to and share OT expertise with colleagues and the wider SE team.
- Organise and maintain paper documents and computer-based information.
- Use computer software and systems, both for administrative and client-based work.
- Carry out additional duties and tasks that may arise as the charity develops, as requested by the CEO.

Other responsibilities:

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Take responsibility for personal health and safety and that of colleagues and visitors.
- Implement Risk Management Strategies and other Procedures.
- Comply with the charity's policy on confidentiality and the Data Protection Act 2018 – GDPR.
- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

Key working relationships:

Service Delivery and StarGaze Team.

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Person Specification:

Factors	Essential	Desirable	Recruitment Selection Method (Application, Interview, Assessment)
Knowledge, Experience, Qualifications, Professional Memberships & Training	<ul style="list-style-type: none"> • <i>BSc (Hons) Degree in Occupational Therapy.</i> • <i>Knowledge and understanding of the difficulties faced by people who have complex physical, sensory and learning difficulties.</i> • <i>Ability to work in partnership with people with disabilities to find appropriate access solutions.</i> • <i>Confident in the use of computer and smart technology.</i> • <i>Knowledge of alternative ways to access computer technology, such as eye gaze technology (or enthusiasm to research and learn).</i> • <i>Knowledge of assistive software (or enthusiasm to research and learn).</i> • <i>Working knowledge of Microsoft Office computer software packages.</i> • <i>Clean driving licence and the willingness to drive independently or share driving on visits with colleagues.</i> • <i>Professional Indemnity Insurance Cover through membership of the British Association of OT (BAOT).</i> • <i>Registration with the Health and Care Professions Council (HCPC).</i> 	<ul style="list-style-type: none"> • <i>Have experience in using a CRM (Customer Relationship Management) database.</i> • <i>Access to own vehicle.</i> 	<i>Application, Interview and Assessment</i>
Communication, Engagement & Relationships	<ul style="list-style-type: none"> • <i>Ability to form good working relationships with individuals who are experiencing communication difficulties.</i> • <i>Ability to communicate (both formally and informally) and establish good working relationships with service-users' families/carers, local therapy teams and other outside agencies.</i> • <i>Ability to work as an individual and as a team member.</i> • <i>Good written communication skills.</i> • <i>Commitment and a conscientious approach to work.</i> 	<ul style="list-style-type: none"> • <i>Have proven reliability, excellent time-keeping and attendance record</i> 	<i>Application and Interview</i>

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	<ul style="list-style-type: none"> Although the general working week is Monday to Friday, some support may be required out of hours in locations away from the office, both in the UK and abroad, sometimes for several days at a time. 		
Analytical, Problem Solving & Judgement Skills	<ul style="list-style-type: none"> Good observation and problem-solving skills. Empathy with the charity's aims and objectives. 		<i>Application and Interview</i>
Planning & Organisational Skills	<ul style="list-style-type: none"> Good personal organisation skills, including time management and the ability to plan, prioritise and maintain quality of own workload. Ability to be highly flexible with working procedures and working hours, including the possibility of working away, both in the UK and abroad. 		<i>Application and Assessment</i>
Standards & Compliance	<ul style="list-style-type: none"> Adhere to and comply with organisational policies, procedures and guidelines at all times. Take responsibility for personal health and safety and that of colleagues and visitors. Implement Risk Management Strategies and other Procedures. Operate competently regarding managing data and information in accordance with the Data Protection Act (DPA) (2018) and the General Data Protection regulations (GDPR). Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation. 		<i>Application and Assessment</i>
Equality, Diversity & Inclusivity	<ul style="list-style-type: none"> Operate with respect and inclusivity for all. Recognise the positive differences in others from an equality and diversity perspective. 		<i>Application and Interview</i>

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Personal / Professional Development	<ul style="list-style-type: none">• <i>Evidence of professional development, with a keen interest to further develop skills.</i>		<i>Application and Interview</i>
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This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on no less than an annual basis to reflect priorities and developments during the on-going appraisal and performance review process and any organisational change arising