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|  | The post holder is a key member of the Rehabilitation and Wellbeing Team and will work to lead and deliver a high-quality Occupational Therapy service within the Hospice. This includes being responsible for the assessment, clinical reasoning and treatment of a mixed caseload of patients on the Inpatient Unit (IPU) as well as holding your own small 1:1 caseload and overseeing groups in the Spring Centre. The post holder will take a holistic approach to practice and support patients in managing their symptoms, empowering them to use self-management techniques and goal setting. They will represent the organisation, uphold the organisation’s reputation and values, and support income generation activity. |

**Up to 37.5 hours/week (Fixed term up to 12 months) Salary range: £33,000 - £36,000 depending on experience**

**Reports to: Head of Therapies and Wellbeing**

# Main duties and responsibilities:

# To provide Occupational Therapy services for service-users with a life-limiting condition/s within a Hospice setting.

# To provide Occupational Therapy services on the Inpatient unit, Spring Centre and Community as required.

# To provide an outpatient service through a 1:1 clinic model as well as group workshops and programmes.

# To lead on the delivery of programmes of work and manage volunteers that support this.

# To provide Occupational Therapy advice and treatment which especially focuses on wellbeing, promoting self-management, independence and empowerment for those diagnosed with a potentially life limiting illness.

# To provide professional leadership and contribute to the multi-disciplinary team across the inpatient unit and out-patient services

# To attend and contribute to relevant meetings both internally and externally.

# To have a sound understanding of the patient pathway, referring to other professionals and signposting to other agencies as appropriate.

# To contribute to the evaluation of the benefits of the Occupational Therapy service users, including the use of outcome measures

# To build and maintain productive relationships internally and externally to enhance service development and increase accessibility to the service.

* To ensure quality and standards are always maintained and are within those set by both The Hospice of St Francis and Codes of Practice as set by the relevant governing bodies.
* To have a comprehensive understanding of the patient pathway, referring to other professionals and signposting to other agencies as appropriate.
* To have experience in the use of Microsoft, Excel and to be able to use electronic patient records.
* Maintain and demonstrate current knowledge of the safeguarding policy and legislation concerning adults and children, ensuring these perspectives contribute to the work of the Hospice in delivering care and support.
* Deliver and maintain professional relationships with individuals, local organisations and charities. whether direct, or indirect interface with the Hospice.
* To demonstrate professional expertise and ensure all tasks are completed in line with best practice and Hospice policy.
* To be able to work flexibly to match service needs
* Prepare accurate records in line with the Data Protection Act and Hospice policies.
* To update service guidelines, policies, booklets and leaflets as required.
* Participate fully, and play an active role in supervision, team meetings and annual appraisal.
* Complete assessment, risk paperwork and subsequent administrative follow-up as appropriate.
* When handling personally identifiable and sensitive information ensure your conduct is consistent with the requirements of the legislative, and regulatory frameworks for information and information governance, whether that be in hard or soft copy or digital formats
* Keep up to date of key changes in policy, legislation and governance requirements relevant to the role and the Charity
* Act as a role model promoting the values of the Charity in accordance with the post holders professional Code of Practice.

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| **Key Accountabilities, Responsibilities & Tasks** | |
| **Role Specifics** | * Pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur * Excellent organisation, prioritisation, project co-ordination skills. * Proven listening skills, with the ability and skill to lead and influence others * Advanced understanding of confidentiality, consent, capacity, data protection and the general data protection regulations * Able to deliver on deadlines and sudden pressures whilst maintaining accuracy and attention to detail * Numerate and literate, able to draft documents and compile reports and use Microsoft office (or equivalents) and electronic patient information systems * Able to work under own initiative, under pressure within structured timescales. * To work within the regulatory body frameworks and Hospice values at all times, * Excellent communication and interpersonal skills, working with integrity at all times * Ability to work within objectives and evaluate service accordingly providing a sustainable service * Excellent understanding of unconscious bias in your own practice with a solution focused approach to identifying and resolving the blocks, access and engagement |
| **Qualifications, Skills, Experience, Knowledge & Approach** | **Essential:**   * BSc in Occupational Therapy * Registered with the Health Care Professions Council (HCPC) * Experience, or willingness to facilitate and deliver self-management groups and workshops * Must have knowledge of adaptations and equipment * Must have a person-centred approach to practice * Must demonstrate awareness of current legislation relevant to post, for example, MCA and Safeguarding * Some understanding of Palliative Care and Hospice philosophy * A good understanding of social issues pertaining to disability * Flexible attitude and empathetic manner * Excellent written and verbal communication skills * Excellent IT skills * Ability to deal with complex and emotional situations * Articulate and able to clearly record professional activity * Ability to prioritise workload and work to deadlines * Ability to work autonomously and as part of a team * To work as an effective and supportive member of a multi-professional team * Maintain continuing professional support and self-development to develop own skills and knowledge through additional education and training   **Desirable:**   * Minimum of 3 years practice experience since qualification. * Membership with the Royal College of Occupational Therapy (RCOT) * Experience or understanding of working in diverse communities, understanding and overcoming the impact of discrimination * Understanding of working therapeutically with patients living with a life-limiting illness. * Experience or relevant knowledge of working in a palliative care setting * Experience in supervising a team of skilled volunteers * Experience working with patients with complex psychological and physical symptoms * Understanding of CBT approaches and techniques * Experience of using IT system ‘System1’ |
| **Communication** | * Excellent communication skills with mental agility to ‘think on feet’ and deliver safe practical solutions * Resilience when dealing with challenging and complex situations * Self-motivated and able to work on your own initiative within a team environment * See the potential in others and understand the impact of their actions on colleagues * To have a visible and approachable presence * Can communicate in more than one language relevant to the population served (desirable) |
| **Internal & External Contacts** | * Members of the public as patients, carers and family members. * Colleagues and managers in your immediate team/organisation and across specialties and organisations * Actively participate in local, national and international networking to maintain and develop expert level of knowledge and to act as a resource for education and clinical expertise |
| **Decision Making** | * Able to consolidate learning with speed and efficiency, working with pace and accuracy * Able to synthesise data, reach objective conclusions and evidence recommendations * The post holder is expected to take significant responsibility and autonomy for their area of work and work with a range of people at all levels internally and externally * Excellent understanding of unconscious bias in your own practice with a solution focused approach to identifying and resolving the blocks to access and engagement * Understand and assess reputational risk, compliance and safeguarding risk and seek appropriate advice * Freedom to act within delegated responsibility and organisational policy and procedure * Act in accordance with professional body requirements and always be accountable for own actions |
| **Mental and Physical Consideration. Working Conditions & Environment** | * The ability to build rapport quickly and effectively and sustain productive working relationships with a wide range of people in different circumstances, situations and roles * The post holder will be required to work in a high volume, fast-paced environment. * Ability to adapt to differing learning situations and adjust teaching and mentoring styles accordingly * Frequent interruptions should be expected. Competing priorities are commonplace. * The post holder will encounter emotional and distressing circumstances. * Frequent change from one activity to another, this includes long periods working at a computer |
| **Health & Safety** | * See the potential in others and understand the impact of their actions on colleagues * Equally able to work on own, initiate and deliver and work in collaborative teams * Understand and comply with all Infection Prevention and Control Health and Safety, Fire regulations * Ensure own safety and that of others in the course of work * Report any accidents or incidents |
| **Safeguarding** | * Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis |