

Occupational Therapist

Job description and
person specification

Job title: Occupational Therapist
Reports to: Home Manager

Occupational Therapist

As an Occupational Therapist, you'll play a vital role in supporting us to achieve our mission of making *every day better* for adults living with complex needs.

You'll provide a high quality occupational therapy service for the service users in your home, to maximise their independence and empower them to live their best lives.

At Exemplar Health Care, we support adults living with complex mental and physical health needs including people recovering from spinal injuries or brain injuries, people living with neuro-disabilities and dementia, and people who require respiratory care.

In this role, you'll provide specialist assessments, clinical diagnoses and interventions to help people overcome the challenges they face with completing everyday tasks or activities.

You'll work with the wider Care Team and Clinical Team to create person-centred care plans, support people to achieve their goals and evaluate their outcomes.

You'll be an active and valued member of the multidisciplinary team, and provide expert advice, guidance and knowledge within your field of expertise.

We're looking for someone who is well organised, can work under their own initiative as well as part of a multi-disciplinary team, and is up-to-date with current evidence-based occupational therapy best practice.

Small and friendly teams

As an Occupational Therapist with Exemplar Health Care, you'll be empowered to really make a difference. In this role, you'll work with the same team and service users to ensure continuity of care.

Our homes are relatively small in size, which means that you'll have sufficient time to make a real difference to the lives of those in your care.

High staffing levels

Our homes have higher than average staffing levels compared to other care providers, which gives you more time to spend with the people you support. There'll usually be up to five-six colleagues on each unit, supporting around ten service users.

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex needs.

Our homes tend to specialise in supporting people with specific conditions and disabilities such as Huntington's disease, brain injuries, spinal injuries, mental health needs, learning disabilities or dementia.

Across all of our homes, one thing remains the same - our Occupational Therapists play a vital role in empowering people to live their best lives!

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support and our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make them a part of everything that they do. We're looking for people whose personal values match our values of:

- fun
- integrity
- responsive
- success
- teamwork.

[Read more about our values here.](#)



The key responsibilities of an Occupational Therapist

As an Occupational Therapist with Exemplar Health Care, you'll empower people to live fulfilling lives.

No two days will be the same – our service users are individuals and they deserve to be treated as such.

However, as a general guide, your responsibilities may involve the following.



**Clinical
responsibilities**



**Team
work**



**Personal
development**



Clinical responsibilities

In this role, you'll provide a high quality occupational therapy service for our service users by:

- being professionally and legally responsible and accountable for a clinical caseload in your home, without direct supervision
- working with service users, their loved ones and other professionals to develop and deliver person-centred care plans for occupational therapy interventions
- focusing interventions on self-care, leisure and productivity to promote independence and meaningful occupation
- ensuring that people receive the right therapy interventions and treatments, that are provided to a high professional standard in accordance with the Professional Standards, Code of Ethics and Professional Conduct of the College of Occupational Therapy (COT) and Health and Care Professions Council (HCPC)
- demonstrating that your practice is underpinned by evidence-based practice and based on a mix of therapeutic tools and intervention strategies
- carrying out a skilled assessment of each service user, which may be comprehensive due to the complexity of the needs of the people we support
- applying clinical reasoning skills to assessment findings to determine the optimum basis for people's care plans
- assessing people's understanding of therapy interventions, gaining informed consent to treatment and working within a legal framework for those who lack the capacity to give informed consent
- using a range of techniques to communicate with people who may have barriers to understanding, including verbal, non-verbal and written communication
- maintaining accurate records for people who receive occupational therapy, in line with COT and HCPC standards of practice
- monitoring, evaluating and recording people's progress, and updating and adapting their care plan as required
- using equipment, such as appliances and aids, safely as part of therapy interventions, and ensuring that colleagues and families are adequately trained
- carrying out all duties in a safe manner that aligns with the relevant health and safety guidelines and regulations, including infection prevention and control
- highlighting potential or actual deficiencies, issues and problems to the Home Manager, and making suggestions for resolving them to optimise therapy services delivery within allocated resources.



Team work

In this role, you'll work with internal and external colleagues to ensure the highest standards of care by:

- working closely with professionals from a range of agencies including GP's, Consultants, NHS colleagues, Primary Care Trusts (PCT) and social services, to ensure that service users' ongoing care is timely and effective
- maintaining effective communication systems and practices throughout the home, particularly within the wider Therapy Team which may include a Physiotherapist and Therapy Assistant(s)
- providing correspondence and reports as required by colleagues internal and external to the home
- maintaining good relations with colleagues, external professionals, service users and statutory bodies
- being responsible for supervising, delegating and coordinating the workload of the Therapy Assistant(s), and providing training, where relevant to your home and role
- overseeing the Activities Team and promoting daily activity plans and meaningful occupation
- providing induction, support and supervision for the Activities Coordinator(s) and Therapy Assistant(s) in your home
- advising, mentoring and training colleagues
- attending colleague meetings and team meetings
- accessing advice and support from other Occupational Therapists across Exemplar Health Care.



Personal development

In this role, you'll keep your skills and knowledge up-to-date by:

- maintaining your own competency to practice through CPD activities and keeping a portfolio of your personal and professional development
- maintaining and developing your knowledge of evidence-based practice in the rehabilitation area, including developing specialist knowledge of particular conditions, assessments and treatments
- undertaking appropriate learning and development to ensure statutory compliance and professional registration
- initiating, planning and undertaking audit projects and reviews of clinical research and evidence, and assisting in clinical research as required
- participating in Exemplar Health Care's Performance Development Review process
- promoting the good reputation of the home by, for example, writing blogs for the company's website and social media channels, taking part in case studies and working with the Marketing Team to produce videos about therapy services.

Please note, you may be expected to work across other Exemplar Health Care homes as needs dictate.

This job description may be subject to review. You may be required to undertake other appropriate duties as reasonably required.

What we look for in our Occupational Therapists



Our values

First and foremost, our Occupational Therapists live and breathe our values of fun, integrity, responsive, success and teamwork.

Our first value is **fun**, and no matter what role you're in, we expect you to make life fun for our service users and your colleagues. Check out our [Facebook page](#) for all of the fun activities that we get up to!

You can read more about our values and what they mean on our website:

www.exemplarhc.com/careers/our-values.

If your values match ours, then we're off to a great start.

About you

Here are some of the characteristics that we look for in our Occupational Therapists.

As an Occupational Therapist, you'll:

- have a thorough understanding of occupational therapy **best practice** including specialist clinical assessment and reasoning skills
- demonstrate an excellent range of **occupational therapy interventions** and treatments
- have a good knowledge and experience of the **assessment, admission and discharge process**, including care planning
- be a good **role model**, able to coach, motivate, teach and support your colleagues
- treat all colleagues, service users and visitors with **dignity and respect**
- have excellent written and verbal **communication skills**
- have good working **IT knowledge** and digital skills
- have detailed knowledge of the **Mental Capacity Act and Deprivation of Liberty Safeguards**, and work within the Codes of Practice
- comply with **regulatory requirements** for quality and safety and meet CQC standards.

Working in a care home can sometimes be a challenging environment, so the ability to **think on your feet** and **remain focused and calm** in difficult situations is also important in this role.

Please refer to the person specification at the end of this document for a detailed breakdown of the required skills.

Qualifications and training

To apply for this role, you must have a BSc or MSc in occupational therapy and be HCPC registered.

When you start, you'll do a four day welcome induction which covers mandatory and statutory training including infection prevention and control, moving and handling, person-centred care and safeguarding.

The welcome induction also includes Exemplar Positive Behaviour Support training with our Behaviour Support Team.

After that, you'll do a role specific induction in your home, with the support of a buddy or mentor. This induction will cover all of your responsibilities in detail.

Throughout your employment, you'll have regular supervisions and Performance Development Reviews (PDRs) with your Manager. During your PDR, you'll review your progress, celebrate your achievements, address any issues and identify your career aspirations.

There are lots of opportunities to continue your learning and progress in your career if you wish.

We ask that you:

- attend and complete your induction
- attend all planned training that Exemplar Health Care offers, including eLearning and face-to-face training
- continue to learn on-the-job, especially during your first few months with us
- attend your supervisions and Performance Development Reviews (PDRs) when invited by your Manager
- show a commitment to learning and keeping your skills and knowledge up-to-date.

Your career journey with Exemplar Health Care

Our career journey shows you all of the career development and progression opportunities available at Exemplar Health Care, including roles in our care homes and Central Services.

[Visit our career journey here.](#)

Person specification – Occupational Therapist

Qualifications	Essential	Desirable	How assessed
BSc or MSc in occupational therapy	Y		Application, certificates
HCPC registered	Y		Application, certificates
English and Maths grade C or above	Y		Application, certificates
Skills and experience	Essential	Desirable	How assessed
Demonstrates continuous professional development	Y		Application, interview, portfolio
Works under own initiative	Y		Application, interview
Excellent communication skills to deal with communication barriers or volatile situations	Y		Application, interview
Wide range of occupational therapy experiences in a variety of clinical settings	Y		Application, interview
Understanding of regulatory requirements for quality and safety		Y	Application, interview
Adaptable to change	Y		Application, interview
Time management skills	Y		Application, interview
Previous supervisory experience in care		Y	Application, interview
Values, attitude and behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar Health Care values	Y		Application, interview
Strong service user focus	Y		Application, interview
Calm and conscientious	Y		Application, interview, QUEST assessment
Flexible working style	Y		Application, interview
Self-motivating	Y		Application, interview
Dynamic	Y		Application, interview
Can-do attitude	Y		Application, interview
Willingness to learn and develop	Y		Application, interview
Can motivate self and others	Y		Application, interview

Health and safety

As an employee of Exemplar Health Care, you have a duty under the Health and Safety at Work Act 1974, to:

- take reasonable care of your own health and safety and that of all other persons who may be affected by your acts or omissions at work
- co-operate with your employer to ensure compliance with health and safety legislation, policies and procedures
- observe and follow all health and safety rules, regulations and codes of practice
- recognise the rights of our service users to take risks to promote their own recovery
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions
- report all accidents, dangerous occurrences, incidents and hazards in line with company policy
- respect confidentiality relating to information gained through employment with the organisation and ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Exemplar Health Care is committed to safeguarding all children and vulnerable adults, and expects all colleagues and volunteers to share this commitment.

As an Exemplar Health Care employee, you have a duty to protect our residents and colleagues from any form of abuse or neglect.

When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014), Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS).

You'll learn more about safeguarding in your induction, but it might be helpful to do some research before you start working with us.

To comply with Exemplar Health Care's safeguarding children and adults policies, all colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This requires you to:



- familiarise yourself, and comply with, local child protection procedures and protocols for promoting and safeguarding the welfare of children and young people
- familiarise yourself, and comply with, local multi-agency safeguarding vulnerable adults plans and procedures
- familiarise yourself, and comply with, protocols and systems for information sharing
- know how to report safeguarding concerns
- participate in required training and supervision
- comply with required professional boundaries and codes of conduct.

You'll learn more about safeguarding during your induction and will be shown all relevant policies and procedures.

Data protection

At all times, you must respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisation's as instructed.

You'll learn more about data protection as relevant to your role, during your induction.

every day better



Registered Office: Exemplar Health Care Services Limited.
Ferham House, Kimberworth Road, Rotherham, S61 1AJ