

Job Title:	Assistant Occupational Therapist
Reports to:	Senior Occupational Therapist, Galway Simon Community
Job Location:	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway.
Contract Details:	2-year fixed term contract initially
Hours of work:	39 hours per week over 5 days. These hours will normally be worked between the hours of 8am and 8pm Monday to Sunday
Job Purpose:	To assist in the provision of Occupational Therapy across Galway Simon Community services.
Salary Details:	€28,131 - €35,193 (39-hour week per week)
Duties & Responsibilities:	<ul style="list-style-type: none"> ▪ Plan, organise, and implement occupational therapy programmes, under the direction of the Senior OT. ▪ Co-ordinate the calendar of client activities and events. ▪ Work with clients to achieve client goals in all activities of daily living i.e. self-care, leisure, productivity etc. ▪ Encourage, support and motivate clients to take part in activities, events, personal development, education, training, volunteering and/or employment in conjunction with the Senior OT/Community Integration team. ▪ Facilitate group and community events as appropriate. ▪ Work as part of the multi-disciplinary team and input into client assessments, as requested. ▪ Evaluate client progress and prepare professional progress reports, as required. ▪ Complete clear, concise documents and keep up-to-date statistics and other administrative records. ▪ Maintain best practice and professional standards in relation to assessment, diagnostic, therapeutic, confidentiality, ethics and legislation. ▪ Be aware of and adhere to all Simon Community Policies and Procedures currently in operation ▪ Work in a safe manner with due care and attention to the safety of self and others and bring concerns to the attention of the line manager or health and safety representative ▪ To identify training needs with your supervisor and participate in training opportunities appropriate to the role ▪ To participate in regular supervision with the OT ▪ To undertake any other such duties commensurate with the role <p>Please note: This role will require flexible working hours and will necessitate working evenings and weekends</p>

	<p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>
<p>Person specification:</p>	<p>Essential</p> <ul style="list-style-type: none"> ▪ A minimum of a QQI Level 5 in Social Care or equivalent ▪ Must be legally entitled to work in Ireland. ▪ Excellent interpersonal and communication skills ▪ Experience of record keeping and report writing ▪ Excellent proficiency in Microsoft Office packages ▪ Ability to work on own initiative and as part of a team ▪ Problem-solving approach, with good practical skills ▪ Enthusiasm and eager to learn ▪ Subscribe fully to Galway Simon Community values and mission. ▪ Full driving licence and access to own car. <p>Desirable</p> <ul style="list-style-type: none"> ▪ BSc in Occupational Therapy would be a distinct advantage. ▪ Newly qualified candidates will be considered. ▪ Hold Registration with an Occupational Therapy Association. ▪ Be eligible to hold AOTI membership. ▪ CORU Registered ▪ Experience of working with vulnerable and disadvantaged groups ▪ Experience working in an OT assistant role would be a distinct advantage ▪ Previous group facilitation experience
<p>To apply:</p>	<p>All applications must be submitted on the Galway Simon Community application form which is available through our website at www.galwaysimon.ie</p> <p>Applications must be submitted to jobs@galwaysimon.ie, on closing date 1st August 2022 at 5.00pm.</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	