



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Occupational Therapist – Mental Health
Department	Occupational Therapy
Reports to	Head of Department – Occupational Therapy
Head of Department	Head of Department – Occupational Therapy
Supervision Provided to	Rehabilitation Assistants, Clerical Assistants

JOB SUMMARY

The Occupational Therapist in the mental health settings treat individuals who are mentally ill, developmentally challenged, or emotionally disturbed. The incumbent also works with individuals, however, not limited to patients who are dealing with alcoholism, drug abuse, depression or stress-related disorders. To treat these problems, therapists choose activities that help people learn to engage in and cope with daily life which may include time management skills, budgeting, shopping, homemaking and medication management.

PRIMARY DUTIES & RESPONSIBILITIES

- Assess the patient’s physical and mental abilities and create realistic therapeutic goals.
- Select activities that will assist patients to maintain ADLs such as self-care and learn life-management skills within the limits of their mental and physical capabilities.
- Explore, and develop new ways of service delivery to ensure the most effective integration between the hospital, community services, and the multidisciplinary team.
- Promote and maximize independence for all referred patients, aim at reducing unnecessary re-admissions, and contribute to discharge planning.
- Liaise with patients, caregivers, relatives, and community-based services in implementing individual treatment programs following discharge.
- Assists in the education of nurses, medical, multi-disciplinary team, and others to promote knowledge of occupational therapy to enhance patient care and assist in referrals.
- Refer to various services for multidisciplinary involvement to meet the needs of patients.
- Promote and participate in student education programs to ensure placement within designated areas.
- Manage caseloads, prioritize needs, and complete administrative tasks.
- Service management, strategic planning and development within a defined service budget and multidisciplinary framework.

- The therapist will lead on clinical governance issues such as risk management, monitoring and maintaining high standard of clinical practice, record keeping and promote evidence-based best practice to improve clinical outcomes.
- Initiate, establish and maintain good working relationships with patients, carers and members of the multidisciplinary team.
- Initiate, facilitate or participate in case conference or other meetings to meet the needs of patients and carers.
- Communication is regular, face-to-face, telephone, written, teletherapy and it may be any aspect of service delivery.
- Liaise with head of department on ongoing issues or new developments.
- Write reports and care plans.
- Performs work assessment to assess patients' ability to return to work.
- Monitors expenditures and maintains inventory of rehabilitation equipment and resource material.
- Conduct annual appraisals and performance development plan with delegated staff.
- Maintain annual continuing education guidelines for registration.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MOH/DHWSP, Registering Board/Association and the TRHA
- Compliance with the Occupational Therapy Code of Conduct and Ethics
- Performs other related duties as assigned

QUALIFICATIONS & EXPERIENCE

- Training as evidenced by a Masters Level degree in Occupational Therapy, from an institution accredited by the World Federation of Occupational Therapists (WFOT).
- Licensed and Registered to practice in Trinidad & Tobago, with the Council for Professions Related to Medicine.
- At least of 3 -5 years' post-internship experience.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrate good interpersonal and organisational skills.
- Demonstrate ability to maintain safe environments, equipment and materials.
- Demonstrate good time management skills.
- Able to identify, initiate and facilitate service developments.
- Demonstrate a clear understanding and sound background in pathological conditions.
- Able to maintain and improve skills through continued professional development.
- Able to assess for and demonstrate safe use of equipment. This may include sourcing, assembling and dismantling.
- Physical effort for short periods ie. pushing wheelchair, carrying creative and/or ADL equipment.

- A high level of concentration required when working with complex cases ie. vulnerable adults.
- Working with patients with complex and diverse needs.
- Manage/dealing with aggressive behaviour or situations.

SPECIAL REQUIREMENTS

- Physical and mental strength and capability to perform the manual requirements of the position.
- Willing to work overtime, public holidays, and weekends as requested by the HOD
Occupational Therapist:
 - The incumbent is required to perform Emergency On-call duties based on an On-call roster as directed by the Essential Service Industry Standards for a 24-hour Health Care System.
 - The incumbent is also required to work in a shift environment covering 24 hours per day, 7 days per week
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster