



**TxOH**

**Occupational  
Therapist**


## Occupational Therapist

TxOH is part of TxGroup, a private organisation which provides a variety of health and education therapy services in the North West of England. TxOH aims to help maximise productivity, health and happiness at work whilst minimising absenteeism, stress and injury and promoting mental health. TxOH deliver flexible and personable services to case managers, solicitors, businesses, public sector and performing arts.

TxOH provide a high quality and bespoke occupational therapy services to businesses and organisations within the north west. Our occupational therapists are reliable, adaptable and aim to exceed the expectations of their clients using a range of assessment and treatment techniques. Our occupational therapists are fully qualified and registered with the HCPC and the Royal College of Occupational Therapists and are passionate about occupational health and wellbeing.


The occupational therapists at TxOH aim to promote occupational health and wellbeing by providing a range of bespoke services to benefit all employees within an organisation or business. Our occupational therapists consider the physical and psychological needs of each individual and evaluate workplace conditions, equipment and policies to formulate recommendations to reduce the risk of injury, promote early return to work and reduce absenteeism. Our occupational therapists provide organisations and businesses with recommendations and advice regarding workplace policies, equipment and environment to maximise productivity and happiness within the workplace. The occupational therapists at TxOH also promote knowledge of mental health and wellbeing using talks, demonstrations and lectures. In addition to clinical services our occupational therapist complete appropriate and detailed occupational health, second opinion, employment tribunal, ill health retirement and medico-legal reports.

### CONTACT US

 0161 883 0077

 [careers@txoh.co.uk](mailto:careers@txoh.co.uk)

 [www.txoh.co.uk](http://www.txoh.co.uk)

 6 Minshull Street, Manchester M1 3ED

## What does it take to be successful in this role?

To be successful in this role you would need to:

- Provide a high-quality occupational health service to businesses, organizations and within the public sector in the North West.
- Build a good rapport and gain confidence with clients
- Communicate effectively with clients and the MDT to coordinate supported care and build a positive reputation for the company.
- Be flexible in your approach and capable of working both independently and as part of a team.
- Have a good understanding of evidence-based practice and apply it within the field

## The ideal candidate

The successful applicant must meet the following requirements:

- Complete a HCPC registered occupational therapy degree (2:2 or above).
- Registration with the HCPC.
- Registration with RCOT.
- Enhanced DBS checked.
- Strong evidence of continued professional development.
- Experience of report writing.
- Experience working with other professionals in a multidisciplinary team.
- Experience working with case managers, solicitors, businesses, performing arts or public sector.
- Regular CPD updates- own initiative to further yourself (we will pay for CPD and training).
- Full driving licence.
- Access to a car.
- Willing to obtain enhanced DBS.
- Willing to work flexibly- evening or weekends.

Our ideal candidate will be a hardworking and professional occupational therapist who aims to exceed the expectations of every client. They will be personable and passionate about the promotion of occupational health and wellbeing and will understand the holistic needs of their clients. They will be empathetic, flexible, enthusiastic and interested in current research. They will have excellent communication and literacy skills and be comfortable discussing sensitive topics with employers and employees.

A successful applicant will be effective working individually and as part of a multidisciplinary team and understand the benefits and importance of MDT working. They will hold the ability to perform high quality assessment and a range of treatment techniques and have experience writing medico-legal reports. They will be flexible and adaptable to provide treatments in a range of environments onsite and offsite and have the ability to drive. They will have excellent organisational skills and the ability to deal calmly with all types of people. They will strive to provide high quality, evidence based occupational health services to organisations and businesses within the North West.


Our ideal candidate will have strong prioritisation and organisation skills, they will be hard working, IT competent and be able to demonstrate commitment to their own professional development.

### Why us?

At TxOH, we believe that looking after our employees and providing them with an enjoyable working environment is an important aspect to a successful organisation. If you are successful in this application process, you will be able to enjoy:


- Working for a growing, forward thinking organisation.
- Working as part of an MDT including psychologists and mental health nurses.
- Training and professional development opportunities.
- Flexibility in terms of amount of annual leave you can take.
- Flexibility in terms of number of hours per week.
- Seeing the results of your hard work change lives for the better.
- Pension.
- Regular staff events.

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## Applying

To apply for this vacancy please email a copy of your CV with a covering letter:

In the covering message/letter, please ensure that you answer the following questions:

1. Why you are interested in this vacancy?
2. Why you are interested in working for this organisation?


**PLEASE NOTE THAT WE ARE ONLY ABLE TO CONSIDER APPLICATIONS FROM APPLICANTS THAT HAVE ANSWERED THE ABOVE TWO QUESTIONS**

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In addition to clinical services our occupational therapist complete appropriate and detailed occupational health, second opinion, employment tribunal, ill health retirement and medico-legal reports.

## Job summary

### *Main responsibilities*

- Complete occupational therapy assessments, reports and interventions.
- Helping people with disability to live and work independently.
- Suggest adaptations to the workplace.
- Complete return to work programmes.
- Pre-employment health checks.
- Assessing and treating employees who are injured or become ill at work.
- Provide health promotion events.
- Give advice on health, safety and absenteeism.
- Risk assessments.
- Developing and managing workplace policies.
- Provide preventative work.
- Provide educational training, talks and workshops.
- Discussing treatment options with patients.
- Complete medico-legal reports.
- Complete second opinion reports.
- Complete reports for case managers.
- Complete ill health retirement reports.
- Documentation.
- Contribute to marketing and development of service.
- Admin duties - blog writing, social media.
- Training and supervision available.

## Responsibilities

### *General responsibilities*

- To manage all tasks effectively and efficiently.
- Set high standards of self and others, assume responsibility and accountability for completion of tasks on behalf of the team.
- Monitor and update diary and bookings system where necessary.

- Update clinical notes following each appointment.
- Actively participate in selected quality management activities.
- Assist with the coordination of everyday services.
- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis.

#### *Team member responsibilities*

- Run an efficient and high-quality service.
- Collaborate to deliver an excellent customer journey and experience.
- Participate as part of a happy and motivated dynamic team.
- Provide the best experience in the best environments.

#### *Teaching, training and professional development responsibilities*

- Participate in the appraisal system as appraisee, and be responsible for fulfilling agreed objectives and personal development plan.
- Recognise own development needs and identify in conjunction with how these can be met.
- Participate in the teaching and training of team members.

***This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.***

#### **What roles will you have?**

- Complete occupational health reports
- Helping people with disability to live and work independently
- Suggest adaptations to the workplace
- Complete return to work programmes
- Pre-employment health checks
- Assessing and treating employees who are injured or become ill at work.
- Provide health promotion events
- Give advice on health, safety and absenteeism.
- Risk assessments
- Developing and managing workplace policies

- Provide preventative work
- Provide educational training, talks and workshops
- Discussing treatment options with patients
- Complete occupational health reports
- Complete medico-legal reports
- Complete second opinion reports
- Complete employment tribunals
- Complete reports for case managers
- Complete Ill health retirement reports
- Documentation
- Contribute to marketing and development of service.
- Admin duties - blog writing, social media
- Training and supervision available

### **What does success mean in terms of this role?**

- Provide a high-quality occupational health service to businesses, organizations and within the public sector in the North West.
- Build a good rapport and gain confidence with clients
- Communicate effectively with clients and the MDT to coordinate supported care and build a positive reputation for the company.
- Be flexible in your approach and capable of working both independently and as part of a team.
- Have a good understanding of evidence-based practice and apply it within the field

### **What essential skills do you need to be successful in this role?**

- Excellent verbal and written communication
- Literacy skills for report writing
- Adaptability to providing treatments onsite and offsite
- Ability to drive
- Ability to deal calmly with all types of people
- Organisational skills
- Competent IT skills including use of the internet, word processing and excel
- Impeccable time management



- Able to work well both independently and as part of a team
- Able to organise and prioritise workload appropriately

### **What attributes do you need to be successful in this role?**

- Strives to achieve the best for every client you work with
- Patient centred, holistic approach
- Personable in nature
- Professional attitude
- Innovative, flexible and open minded
- Understands and appreciates the benefits of MDT working
- Committed to evidence-based practice
- Committed to own CPD
- Assertive and able to problem solve
- Hard working
- Empathetic and approachable
- Good listening and speaking skills
- Interested in current research
- Ability to perform high quality assessment and a range of treatment techniques
- Understand person's physical and emotional needs

### **What experience / qualifications do you need to be successful in this role?**

- Complete a HCPC registered occupational therapy degree (2:2 or above).
- Registration with the HCPC
- Registration with RCOT
- Enhanced DBS checked
- Strong evidence of continued professional development
- Experience of report writing
- Experience working with other professionals in a multidisciplinary team
- Experience working with case managers, solicitors, businesses, performing arts or public sector.

### **What other requirements do you need to be successful in this role?**

- Regular CPD updates- own initiative to further yourself (we will pay for CPD and training)

- Full driving licence
- Access to a car
- Willing to obtain enhanced DBS
- Willing to work flexibly- evening or weekends.

### Why should you choose TxOH?

TxOH is part of Tx Group a private company which provides a variety of health and education therapy services in the North West of England. TxOH is a expanding company that provides a range of opportunities for its staff to undertake continual professional and personable development and to work within a dedicated and supported multidisciplinary team.

At TxOH, we believe that looking after our employees and providing them with an enjoyable working environment is an important aspect to a successful organisation. If you are successful in this application process, you will be able to enjoy:

- Working for a growing, forward thinking company
- Working as part of an MDT including psychologists and mental health nurses
- Training and professional development opportunities
- Flexibility in terms of amount of annual leave you can take
- Flexibility in terms of number of hours per week
- Seeing the results of your hard work change lives for the better
- Pension
- Regular staff events

### Person specification

**Post** Occupational Therapist  
**Clinic** TxOH

### Qualifications and experience

- Complete a HCPC registered occupational therapy degree (2:2 or above).
- Registration with the HCPC.

- Registration with RCOT.
- Enhanced DBS checked.
- Strong evidence of continued professional development.
- Experience of report writing.
- Experience working with other professionals in a multidisciplinary team.
- Experience working with case managers, solicitors, businesses, performing arts or public sector.


### **Skills, abilities and knowledge**

- Excellent verbal and written communication.
- Literacy skills for report writing.
- Adaptability to providing treatments onsite and offsite.
- Ability to drive.
- Ability to deal calmly with all types of people.
- Organisational skills.
- Competent IT skills including use of the internet, word processing and excel.
- Impeccable time management.
- Able to work well both independently and as part of a team.
- Able to organise and prioritise workload appropriately.

### **Qualities and attributes**


- Strives to achieve the best for every client you work with.
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## Other

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## Apply now

To apply for this position please send your CV along with any covering information to [careers@txoh.co.uk](mailto:careers@txoh.co.uk).

## Contact us

We are always happy to speak to businesses and organisation to listen to their needs and offer solutions to their problems. We have locations in Liverpool and Manchester and would welcome the opportunity to speak with businesses and organisations in the North West.

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