



POSITION DESCRIPTION

Position Title: Occupational Therapist
Department: Rehabilitation Services
Classification: Occupational Therapist
Union: MGEU Professional Technical
Approved by: Regional Lead – Community & Continung Care
Date approved: December 9, 2016

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services

Positions supervised: Rehabilitation Assistants/ Occupational Therapy Students/Occupational Therapists with provisional registration/ Rehabilitation Assistant students/Students of other health professions

POSITION PURPOSE

The Occupational Therapist will operate with a high degree of independence as a member of a multidisciplinary regional rehabilitation team. The incumbent will participate in the planning, delivery and evaluation of rehabilitation services, using a client centered, goal orientated approach for children and/or adult populations. These services include assessment, direct intervention, consultation and public/parent/caregiver education and training within a variety of settings, which may include acute care, outpatient, long-term care, client's home, school and other community settings.

The Occupational Therapist may also provide clinic supervision and training for students and provisional members and participates in the education of other health care professionals.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Patient/Client/Resident Care

- Assesses, analyzes and interprets patient/client information.
- Administers and interprets a wide battery of tests, and assessment tools.
- Develops and implements diagnostically appropriate goal oriented treatment plans/recommendations based upon analysis of assessment findings, test results and client and family/caregiver interviews.
- Communicates assessment findings, goals, and treatment plans/recommendations to client/family, health care staff and other appropriate care providers.
- Engages the client and/or significant others in decisions related to the treatment plans/recommendations, priority goals, and intervention needs to achieve best possible outcome.
- Completes a written report or chart note on each patient summarizing assessment findings, goals, treatment plan and intervention.
- Assesses, fits, and adjusts equipment/appliances.
- Administers treatment modalities using s safe and appropriate technique.
- Monitors, documents and reviews progress with patient/client on an ongoing basis to adjust treatment plans/recommendations appropriately in communication with client and other team members.
- Works with client/family to provide timely and effective communication with other care providers when client transitions between services or settings to ensure seamless transitions.

Team Collaboration

- Provides ongoing educational and therapeutic guidance to promote and increase awareness to other involved professionals and caregivers within the team.
- Provides consultation and training for family or other client/patient care providers who will be administering and monitoring the patient's/client's care plan.
- Provides training and education to health care staff and other care providers.
- Provides training and home programming, or recommendations for equipment to enhance client independence.
- Shares schedules and pertinent information to ensure collaborative approach to client care.
- Attends client care planning and program planning meetings as required.
- Participates in the training, supervision and evaluation of rehabilitation support staff and students.
- Participates in the orientation of new therapists, and peer mentorship / coaching within the regional rehab team.

Program Planning and Administration

- Participates in ongoing quality management through the development, implementation, and evaluation of services.
- Participates in the development of program policies, guidelines and resources with review and revision as deemed necessary.
- Provides ongoing evaluation of services and implementing changes to ensure delivery of best practice services.
- Establishes priorities and organizes daily schedule for designated caseload.
- Completes required statistical reporting.
- Attends staff meetings.
- Establishes specifications and submits requisitions for new equipment and/or supplies.
- Assists in maintaining preventative maintenance records and utilizes this information to formulate strategy for ongoing equipment replacement.
- Acts as a representative of Rehabilitation Services in all aspects of the program (e.g. communicates with facility and community services/programs and other sectors, participates on regional working groups, and participates in facility leadership meetings and on community committees).
- Participates in the development and maintenance of quality improvement activities.
- Adheres to the facility's policies, procedures and guidelines.
- Keeps statistical information and submits reports within identified time lines.
- Participates in performance appraisal of other staff members as requested.

Professional Development

- Identifies own individual educational needs and, in conjunction with the Manager, develops an educational pathway to meet those needs.
- Participates in regular performance evaluation based on this job description.
- Participates in Continuing Competency program as per College of Occupational Therapists of Manitoba guidelines.
- Participation in activities of the professional associations and special interest groups is encouraged.
- Attends and completes required regional annual in-services/self-learning modules and other regional education sessions as deemed appropriate.
- Participates and contributes to shared learning with rehabilitation services staff and other health care providers.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Master's Degree or equivalent entry-level requirement in Occupational Therapy.
- Active registration with the College of Occupational Therapists of Manitoba (COTM).
- Eligible for membership with the Canadian Association of Occupational Therapists.

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email.

Experience required:

- Not applicable, see education.

Skills/Competencies/Conditions of employment:

- Demonstrated effective oral and written communication skills.
- Demonstrated effective decision-making, and problem solving skills.
- Demonstrated organizational and time management skills.
- Demonstrated ability to build and maintain professional working relationships with management and staff within the region as well as appropriate outside vendors and agencies.
- Demonstrated ability to work both independently and as part of a team.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums

- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per MGEU Professional Technical Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.