



POSITION DESCRIPTION

Position Title: Rehabilitation Assistant
Department: Rehabilitation Services
Classification: Rehabilitation Aide
Union: CUPE Community Support
Approved by: Regional Lead – Community & Continuing Care
Date approved: December 18, 2015

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services

Positions supervised: None

POSITION PURPOSE

The Rehabilitation Assistant assists with client treatment and duties which promote client well being and mobility. The incumbent will be responsible for the inventory, maintenance and ordering of equipment as required.

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:

- Maintains necessary supplies in assigned area and orders regular stock items
- Maintains equipment
- Ensures adequate departmental inventory including monitoring, ordering, and distributing
- Cleans all equipment as per infection control guidelines
- Records equipment on loan and monitors inventory of loaned items
- Performs duties according to written or verbal instruction from Client Services Manager or therapist

- Assists in preparation for client treatments
- Assists in ensuring clients safety at all times
- Porters and transfers clients as required as part of Rehabilitation program.
- Communicates directly with therapists and nursing staff in regards to client treatments, progress and general well being
- Assists in clients treatment; e.g., activities of daily living, supervision or established activity/exercise programs
- On request of therapist: fits for mobility aides (crutches, canes, walkers, wheelchairs) and instructs in their correct use
- Completes Maintenance Requisitions (HIPPO) for repairs on equipment

Related to Facility

- Cleans and checks equipment on a regular scheduled basis
- Cleans and tidies all areas without prompting
- Maintains Quality Assurance records regarding hydroculators and other applicable equipment
- Checks and lists necessary inventory on a weekly, monthly and yearly basis
- Assists with clerical duties as necessary, i.e. photocopying, faxing, answering telephones, etc
- Retrieves and files client charts

Data Base (Statistics)

- Assists with compilation of patient demographic data on initial assessment and ensures accurate statistical entry
- Keeps accurate individual records of time spent providing patient treatment.
- Assists with month-end responsibilities for statistics to ensure complete and accurate completion by first working day of each month
- Inputs client information as requested

General

- 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:

- Grade twelve (12) education or equivalent
- Graduate of a Rehabilitation Assistant course

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email.

Experience required:

- Other suitable combinations of education and experience may be considered.

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 communicate in more than one language would be considered an asset
- 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
- May be required to work evenings, weekends or statutory holidays
- 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
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

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 CUPE Community Support 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.