



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River  
37911 MacKenzie Highway | 37911, route MacKenzie  
Hay River, NT X0E 0R6

## Job Description

### IDENTIFICATION

| <i>Position Number</i>             | <i>Position Title</i>  |  |
|------------------------------------|------------------------|--|
| U-02-47-OT-1450<br>U-03-47-OT-1450 | Occupational Therapist |  |

  

| <i>Department</i> | <i>Position Reports To</i>         | <i>Site</i>                     |
|-------------------|------------------------------------|---------------------------------|
| Rehabilitation    | Rehabilitation Services Supervisor | H. H. William Memorial Hospital |

### PURPOSE OF THE POSITION

The Occupational Therapist is a licensed health professional who is part of the rehabilitation team within the Hay River Health and Social Services Authority (HRHSSA), and reports to the Rehabilitation Supervisor. This position plans, develops, organizes, delivers, and evaluates Occupational Therapy services to all populations in the South Slave Region, in accordance with the code of ethics of the Canadian Association of Occupational Therapists (CAOT), with the standards of practice of the provincial licensing body, and with the mission, values, and policies of our individual health authority.

### SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

Reporting to the Rehabilitation Supervisor, the incumbent is one of two Occupational Therapists working in the South Slave region, and functions as a member of an interdisciplinary team within a Rehabilitation department. The incumbent maintains close case management, teaching, and consultative relationships with health care providers and educators (such as physicians, nurses,

community health representatives, home & community care staff, teachers, and individuals assisting with client care). This position involves working in a variety of contexts, including: inpatients, outpatients, long term care, home care, schools, day cares, group homes, and other community agencies. Also requires regional travel to Hay River reserve, Enterprise, Kakisa, and Fort Resolution.

An Occupational Therapist at HRHSSA works with clients of all ages who have conditions that are mentally, physically, developmentally, socially and/or emotionally disabling. The incumbent works with the client to complete an individualized evaluation, customizes the intervention to improve the person's ability to perform daily activities and reach his/her goals, and completes an outcome evaluation to monitor program effectiveness.

## **RESPONSIBILITIES:**

- 1. Provides professional Occupational Therapy assessment that meets the standards of CAOT, the provincial regulatory body, and the vision, mission, and values of the HRHSSA.**

### ***Main Activities:***

- Obtains informed consent prior to treatment commencing
- Takes a detailed history and perform a comprehensive physical, functional, and environmental assessment of the client in a variety of settings
- Develops, implements, and evaluates care plans for individuals whose function has been impaired by illness, injury, developmental disorder, social disadvantage, or the aging process in a client centered context
- Creates treatment plans and use techniques devised from knowledge of multiple theoretical frameworks and evidence-based research
- Reassesses and modify treatment as necessary in order to achieve client-centered goals
- Provides education regarding nature of the condition, treatment goals, treatment plan, self-management, and prevention of further problems
- Consults with the interdisciplinary team and other health care professionals as required, in order to provide holistic care to client
- Advocates on clients behalf (i.e. WSCC, Income Support, NIHB, EHB, Housing Corporation, etc.) so that needs relating to the impairment are met (i.e. income, equipment, renovations, etc.)
- Maintains an accurate, detailed client chart
- Refers clients to other professional services as required. (PT, SLP, etc.)

- 2. Provides specialized assessment and prescription for adaptive equipment and recommendations for environmental modifications:**

### ***Main Activities:***

- Completes complex assessments and prescribe assistive devices and equipment in order to enhance client safety and independence (assess multiple factors, including: person, environment, occupations, as well as resources)
- Consults with equipment vendors, noninsured health benefits, identify funding sources, and coordinate equipment delivery, trial, and subsequent custom ordering
- Advocates, justifies, and consults/recommends large expenditures (approximately \$10,000 - \$100,000) related to medical equipment, building renovations, or funding through agencies (ie., EHB, NIHB, private insurance, WSCC, Public Works, and Housing Corporation)

**3. Details the assessment findings, analysis, treatment rationale, and discharge planning in accordance with CAOT Code of Ethics, Standards of Practice of the provincial regulatory body, as well as HRHSSA policy:**

***Main Activities:***

- Responds to referrals from physicians, nurses, Community Health Centers, allied health professionals, team members and other appropriate referral sources
- Creates a client chart for Rehabilitation Services which details the findings of the Occupational Therapy assessment
- Details the progress during treatment, including copies of progress and/or final reports
- Exchange information when necessary (or when requested) with other members of the health care team either through written records and/or by direct contact
- Liaises with health professionals and community resources to ensure continuity of client care
- Seeks assistance and/or guidance from treating physician or other team members as required
- Works effectively with interpreters and translation services in order to provide culturally relevant care
- Maintains liaison with community agencies and existing programs
- Attends specialist clinics as deemed necessary

**4. Provides program administration to further benefit and develop occupational therapy practice/service for the South Slave Region:**

***Main Activities:***

- Reviews, revises, and recommends changes in policies, procedures, and practices in order to improve client services for the effective functioning of the department
- Prioritizes client referrals from a variety of sources according to the priority tool (draft mode)
- Monitors and strives to improve productivity and quality of care by implementing suitable workload and quality assurance measurement systems
- Participates in quality assurance programs
- Represents the Rehabilitation Team at meetings and on committees (as requested)
- Manages emotionally charged situations involving clients, family, other health professionals, caregivers, and community members to ensure accurate, necessary information is communicated, and client goals are met
- Provides counseling and remediation for emotional and psychological barriers to treatment (which are typically associated with physical and emotional medical diagnoses, as well as the grief and loss associated with illness and disability)
- Communicates effectively to advocate and present information appropriately in multiple settings, including those requiring political sensitivity (e.g. community meetings, school information sessions, community fairs, etc.)
- Shares responsibility (with other OT) for operational, administrative and management duties specifically related to occupational therapy
- Shares responsibility (with other OT) for the Occupational Therapy budget, purchases, maintenance of equipment and resources, and loans

**5. Participation in Continuing Education and Professional Development, as per requirements by CAOT, provincial regulatory bodies, and the HRHSSA:**

***Main Activities:***

- Interprets and promote the role and scope of practice of Occupational Therapy to other health professionals and the general public

- Provides 'in-service' training for HRHSSA staff regarding client treatment protocols and other therapy topics of interest (such as: back care management, wheelchair care, seating concerns, pressure management, splint management, etc.)
- Develops and maintains Occupational Therapy resource materials
- Coordinates community education and training sessions as needed
- Supervises and/or trains Rehab Aide/Support Staff as necessary
- Keeps informed of current best-practice for the field of occupational therapy
- Continues to strive for further development of skills

### **Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a health workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization share the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

### **Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must possess the essential competencies as outlined by the Canadian Association of Occupational Therapists (CAOT) in the Profile of Occupational Therapists in Canada (2007).

In addition, the Occupational Therapist must possess:

- Active registration with CAOT
- Active OT licensing with a provincial body
- Current CPR
- WHMIS training
- Time management and well developed organizational skills to manage a large and varied caseload, as well as required department management activities
- Advanced knowledge of cognitive, physical and psychological development and impairment related to occupational therapy (including anatomy, physiology and pathology in all age groups)
- Knowledge of biological, physical, behavioral and psychosocial theories in order to recognize, interpret and prioritize findings and determine and implement a plan of action based on accepted standards of practice
- Ability to communicate through verbal and written means to effectively provide OT services to multidimensional patient population
- Ability to work independently in all areas of Occupational Therapy practice
- Knowledge of cross cultural issues and potential ramifications for treatment planning and implementation
- Knowledge of and ability to apply supervisory skills (Rehab Aide, students, etc)
- Advanced knowledge of cognitive, physical and psychological development and impairment related to occupational therapy (including anatomy, physiology and pathology in all age groups)
- An ability to apply therapeutic processes (assessment, planning, implementation and evaluation) to ensure that the client's physical, emotional, psychosocial, educational and day-to-day living needs are met
- An ability to fabricate or select orthotics and/or devices/tools (including but not limited to custom splints, insoles, braces, assistive devices, etc.) required to support injured body parts or aid daily living
- An ability to educate clients, their families (where applicable) and other health care professionals on appropriate self-care methods and techniques
- Knowledge of and an ability to network resources within and outside the HRHSSA in order to ensure support of clients and their families (i.e. discharge planning)
- Advanced knowledge of and an ability to operate a computer and word processing applications (Microsoft Word, Excel, Power Point, Email, etc.)
- Ability to learn and adapt to new technologies and up to date computer applications
- Often work alone and may be in charge of OT services at times (i.e., during times of staff turn-over, vacant positions, and regular leave of the other occupational therapist)

Due to the independent and complex nature of this position, the incumbent must have advanced knowledge in all areas of occupational therapy (as opposed to a specialization in one area). This level of knowledge is acquired through an entry-level Master's degree in Occupational Therapy from an accredited Canadian University, or, previous Baccalaureate degree in Occupational Therapy from an accredited Canadian University.

This position requires the incumbent to have at least 2 years of clinical OT experience in multiple settings. Must also possess a valid Class 5 license.

## **WORKING CONDITIONS**

### **Physical Demands**

- Heavy physical effort required for lifting / transferring clients, assisting with exercises, and moving equipment 75%
- Bending and crouching 75%
- Lifting, transporting and/or installing client aids 25%
- Working in confined or incompatible spaces 25%
- Manual dexterity 10%
- Report writing requires sitting for long periods at a computer. 50%

### **Environmental Conditions**

- Exposure to risk typical of hospital ward (body fluids, sharps, etc), and clients are often high risk populations for exposure to communicable illness, body fluids etc. 40%
- Often work alone in uncontrolled and unknown environments (client's homes, off-site office, travelling to other communities in remote areas without cell phone service, etc). 40%
- Odors or fumes from cleaning agents, glues and material used for fabrication of orthotics and splints 10%
- Travel by automobile and/or aircraft under hazardous or unpredictable conditions 25%

### **Sensory Demands**

- Hearing, sight and touch are critical in the assessment of clients with functional disorders, in order to accurately assess clients and to make intervention recommendations. 75%
- Judgment must be used while assessing client needs and in recommending an appropriate course of action that will recognize the client's abilities, support and potential. 100%

### **Mental Demands**

- Little opportunity to consult with other Occupational Therapists. 50%
- Emotional distress associated with working with geriatric population and clients with limited/no resources, to access prescribed aids and equipment and terminally ill clients. 25%
- Cultural diversity requires modification of treatment programs to accommodate different values and perceptions. 50%
- Administrative demands compete for therapists direct client time 60%
- Dealing with unpleasant or verbally abusive clients and their families/pets 50%
- Limited administrative support compared to Southern or higher staffed centers and challenges with vacant positions 10%
- Pressures due to high demands and limited resources 100%

Reference: Canadian Association of Occupational Therapists (<http://www.caot.ca>)

**CERTIFICATION**

**Position Number:**

|   |  |
|---|--|
| _____<br>Employee Signature   | _____<br>Supervisor Title  |
| _____<br>Printed Name   | _____<br>Supervisor Signature  |
| _____<br>Date   | _____<br>Date  |
| I certify that I have read and understand the responsibilities assigned to this position.                                     | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| _____<br>Director/Chief Executive Officer Signature   |  |
| _____<br>Date   |  |
| I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure. |  |

**“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**

- Rev: December 23, 2004
- February 2005
- Update April 2005
- Editorial May 2009
- April 2011 reports to name change
- May 2011 Client/Staff Safety
- August 2012 editorial changes & scope
- February 2018 logo, scope, criminal record check, commitment statement