



JOB DESCRIPTION

Job Title: Rehabilitation Assistant	Department: Client Programs	Division: Miramichi Lodge	Reports to: Client Programs Supervisor
Revision Date: November 2007	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Upon the recommendations of a licensed qualified therapist and under the direction of the Client Programs Supervisor the Rehabilitation Assistant provides goal oriented therapeutic programs for the purpose of reactivating residents with varying disabilities, enabling them to attain their optimum physical and mental potential. Perform duties in accordance with Miramichi Lodge’s Mission Statement, Statement of Philosophy and Ministry of Health standards and guidelines.

Qualifications:

- High School graduate or equivalent,
- Completion of the Occupational Therapist Assistant/Physiotherapist Assistant course or equivalent from a community college,
- Certificate – Food Safety Awareness Program recognized by a Public Health Unit,
- Experience in a Long Term Care setting an asset,
- Excellent verbal, written communication skills as well as organizational skills are essential,
- Demonstrated leadership skills, initiative, sound judgment, as well as the ability to work both independently and within a team environment,
- Physically capable of performing assigned duties,
- Ability to perform shift work requirements in a 24 hour a day, “7 day a week” operation,
- Demonstrated regular attendance standards in keeping with the County Attendance Support Program,
- Ability to meet and maintain health requirements as per Long Term Care Legislation; and,
- Computer literacy required.

Position Responsibilities:

To provide goal oriented therapeutic programs for the purpose of reactivating residents with varying disabilities by performing the following duties:



JOB DESCRIPTION

Job Title: Rehabilitation Assistant	Department: Client Programs	Division: Miramichi Lodge	Reports to: Client Programs Supervisor
Revision Date: November 2007	Salary Grid:		

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.
2. Acknowledging individual's strengths and limitations identify resident's needs, wishes, and establishes specific therapeutic goals and interventions, which focus on prevention, maintenance and progression of individual holistic wellbeing.
3. Ensures referrals for assessment by professional therapist, are coordinated in a timely and efficient manner.
4. Assists in identifying educational needs of department and facility and actively participates in workshops educational programs and new staff orientation on specific equipment and materials.
5. Utilizing a consistent, resident-focused care approach to meet resident needs and demonstrates initiative to:
 - Utilizes a holistic approach to identify resident needs
 - **Assists** with the resident dining process by serving meals/feeding
 - Assist with transporting and transferring residents as needed
 - Responds to any employee in need of help
6. Teaches and provides education to the residents, families and members of the multidisciplinary team to ensure our residents needs are being met.
7. Establishes and maintains effective communication and liaison between therapist, resident, families, organization and documents all relevant information with respect to resident goals, progress, and outcomes. Advocates for the resident to ensure needs are met through gathering and providing information in frequent consultation with care team, therapies and other agencies.
8. Maintains competency through self-directed professional development by participating in professional group activities such as workshops and through applying skills to day-to-day role/functions and coordinating the Employee Back-Care Program.
9. Coordinates appointments and accompanies therapist during resident assessment and treatment, ensuring required follow up and implementation of prescribed programs as instructed.
10. Participates in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.
11. Participates in Continuous Quality Improvement (CQI) initiatives by; participating in the review and development of goals, objectives, policies and procedures with Client Programs Supervisor and by being an active participant in the budgetary process of identifying rehabilitation equipment and resource materials required by individuals and/or facility. Requisitioning supplies as per facility procedure, monitoring expenditures and maintaining inventory of rehabilitation equipment/resource material are also assigned duties in the CQI process.



JOB DESCRIPTION

Job Title: Rehabilitation Assistant	Department: Client Programs	Division: Miramichi Lodge	Reports to: Client Programs Supervisor
Revision Date: November 2007	Salary Grid:		

12. Identifies all mobility devices and rehabilitation equipment requiring repair or adjustments and initiates corrective action.
12. Creates a facility environment that protects confidentiality of residents, staff, and activities of Miramichi Lodge.
13. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.