



JOB DESCRIPTION

Job Title: Rehabilitation Assistant	Department: Client Programs	Division: Bonnechere Manor	Reports to: Client Programs/Outreach 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/Outreach Supervisor, the Rehabilitation Assistant provides individual or group therapy for the purpose of reactivating residents with varying abilities, enabling them to attain their maximum physical and mental potential. This therapy is offered consistent with the Mission and Philosophy of Care at Bonnechere Manor and the 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,
- Enthusiastic and energetic leadership skills with excellent verbal and written communication skills in English with an ability to work with others in a team approach in a changing work environment,
- Physically capable of performing assigned duties,
- Ability to perform assigned duties within a flexible work schedule within 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 requirement standards as per Long Term Care Legislation; and,
- Computer literacy required.

Position Responsibilities:

As a member of the restorative care team and under the direction of the Client Programs/Outreach Supervisor, the Rehabilitation Assistant assists in the provision of a restorative care program that is resident focused and reflects the promotion of resident choice and acknowledges the resident strengths and limitations. The following duties include:



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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. Establishes a comprehensive reactivation service by participating in a goal oriented reactivation programs for residents by planning and implementing reactivation programs for individuals and groups requiring specific therapeutic interventions. Note that these integrated restorative programs must be prescribed programs as outlined by a licensed qualified therapist where the resident's overall day to day activity plan achieves related prevention, maintenance or improvements to physical function, movement, mobility and activities of daily living of the resident.
3. Documents observation(s) and reports outcome(s) to the registered staff through appropriate recording relevant information of resident documentation and attending resident interdisciplinary conferences, as required.
4. Accompanying therapists during resident evaluation and treatment. Coordinating the visit, ensuring that required follow up, including goals, program outline and follow up date as specified by the therapist.
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 resident dining process by serving meals/feeding
 - Assist with transporting and transferring residents as needed
 - Responds to any employee in need of help.
6. Maintains an efficient utilization of departmental supplies (assets) by developing and maintaining a process for identification, requisition and managing of resources/ supplies and equipment.
7. Identifies to the Supervisor reactivation devices requirements by individual residents and/ or facility wide residents to increase reactivation services through maintenance of a departmental inventory material/ equipment lists. Responsible to identify rehabilitation equipment needed to support the program, in addition to the identification of repair needs of wheelchairs/ other rehabilitation equipment including corrective maintenance action notification with facility maintenance and/ or suppliers.
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. Advocates for the resident and assists members of the care team to ensure the needs of our residents are met through participation in multidisciplinary committee work (as required) and by gathering/ providing information in consultation with care providers, therapists and other agencies.



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10. Participates in Continuous Quality Improvement (CQI) initiatives by reviewing and developing goals, objectives, policies, and procedures with team.
11. Create a facility environment that protects confidentiality of resident, staff and activities of Bonnechere Manor.
12. 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.