

## Vacancy Posting

**Position Title: Occupational Therapist (OT) – GAIN Programs**

**Employment Status:** Fixed Term Contract, Full-Time, Maternity Leave Coverage (1 year)

**Hours of Work Schedule:** 35 hours per week

**Position Reports To:** Manager, Clinical Services

**Director:** Director, Clinical Services

**Primary Location:** Whitby

### Organization – Quick Overview

**Carea Community Health Centre** is the new name of the amalgamated Oshawa Community Health Centre (OCHC) and The Youth Centre (TYC). The new organization is focused on building an even stronger community health services sector that is ready to meet the needs of its growing communities; a strong value of the community health centre model. The new entity will continue to focus on building its capacity to provide a full range of health & wellness services and programs to clients of all ages across Ajax and Pickering.

### Position Overview

Working as a member of an inter-professional team of health professionals, the Occupational Therapist (OT) will provide the functional assessment component within an inter-professional team for individual clients in the age range of 65 years and over. The OT also provides education, consultation and liaison to clients, caregivers, family members and other service providers in the Durham Region and contributes to the attainment of program objectives. The OT will work with the inter-disciplinary team to provide geriatric assessments to clients referred by various community sources. The OT will provide recommendations designed to maximize safety and function to support frail seniors living at home.

The OT is responsible for maintaining the professional standards of his/her discipline and in meeting the criteria of the job description set out by that discipline. Actively participating in regular team meetings, liaising with community based providers, advocating on behalf of clients and their families and participation in inter-professional patient and family conferences as needed, this position is ideal for an OT with a passion for geriatric care. In addition, the OT is responsible for adhering to the standards specific to the GAIN Community Team under the supervision of the Manager.

Additionally, the OT will collaborate within an inter-professional team of health professionals across the region/community network that influence the health environment targeted to Geriatric clients, as well as within the Agency's team structure, in support of goals that align with and achieve the Agency's strategy, Mission, Vision and Values. The collaborative practice of this position includes accepting referrals from, consulting with, or referring to other health care providers in order to promote comprehensive and continuous care.

### Key Responsibilities:

#### 1. Clinical

- Participates in the comprehensive geriatric assessments of clients, including the collaborative completion of a GAIN team plan of care with the clients and caregivers.
- Assists in goal setting with clients and caregivers to address identified concerns as part of the team plan of care, or as part of discipline specific service, where indicated. Provides education regarding the implications of functional and other assessment results. Implements treatment intervention, as appropriate to the clinical situation. This may include referrals to other sources, direct treatment or consultation.

- Completes assessment of functional status in activities of daily living and instrumental activities of daily living, mobility / transfers and safety considering the unique characteristics of the client and his / her environment, as indicated.
- Administers standardized assessment tools for the evaluation of cognition, as needed.
- Monitors clients' goals and outcomes and initiates the planning process.
- Participates in case presentation, discussion and review in a team format. Communicates effectively with other team members to support client health, safety and goal attainment, through case conferences and other means.
- Demonstrates expertise in all areas of clinical practice.
- Provides case management to identified clients. This includes monitoring progress towards care plan goals, responding to changes in the client and involving the team in modification of care plan goals or interventions as indicated by the clinical situation.
- Provides outreach assessment/case management services in one or more areas within the program catchment area.
- Assists other team members in understanding the components of functional assessment, as appropriate.
- Documents comprehensive assessment notes that contribute to the consultation notes sent to primary care. Documents all direct and indirect actions related to discipline specific or case management role until client is discharged. Case management documentation should include at a minimum information about client status, goals and outcomes.

## **2. Administration**

- Initiates and participates in program planning activities within the Agency's GAIN team and under the direction of the director.
- Participates in formal and informal program evaluation to monitor client needs and requests, as a basis for ongoing program planning.
- Participates in team consultation with colleagues as required.
- Liaises with relevant healthcare/hospital services/programs and with the community as a consultant/resource.
- Ensures consistency of program development with the Agency's Mission, Vision and Values.
- Responsible for professional development relevant to the delivery of OT treatment at the Agency.
- Maintains statistical records related to practice. This includes recording workload statistics in accordance with program policies and as outlined in established workload measurement protocols.
- Maintains flex time to accommodate department needs.
- Participates in committees.

Other duties within scope of duties include:

## **3. Consult/Knowledge Transfer/Collaborative Support**

- Assists, as assigned, in the orientation and training of back up staff on the team.
- Provides input to the design and implementation of strategies to teach staff from other disciplines within the Agency, as applicable for cross boundary relationship requirements, and as relevant to job/role-related operational procedures.
- Collaborates with team members in establishing goals/objectives and its delivery.
- Maintains a knowledge and information level conducive to competent functioning in areas of assignment. Methods may include personal study, attendance at conference/seminars or formal course work, etc.
- Consults regularly with team members (internal and external) concerning accounting administration procedures.
- Consults regularly with relevant community/vendor partners, and management as required within scope of duties.

#### **4. Human Resources (HR) Management**

- Adheres to and applies organization-wide policies and practices in support of organizational health, and performance management;
- Adheres to and applies established compliance measures within legislative requirements and employment principles (e.g., AODA, Human Rights Code, Ontario Employment Standards);
- Applies the framework for accountability-based management of own scope of duties in support of aligned performance management and objectives linked to Agency's Strategy.

#### **5. Organizational Health & Development**

- Ensures participation in and support of workplace people strategy, focused on fostering organizational health and development.
- Acts as an agent to ensuring organizational health through adoption of established, adaptive and responsive organizational structures/process/systems for change management and effective change execution as aligned to the Agency's Vision, Values, and goals.
- Actively participates in and supports Employee Engagement efforts and initiatives.
- Within scope of duties and accountability, conducts work within the established Respect in the Workplace principles, policy and procedures which demonstrate commitment to the Agency's anti-oppression; dismantling the forms and structures of racism, sexism, homophobia, hetero-sexism, harassment, discrimination and violence. Measurable framework includes adherence to policies and practices, and use of training strategy and tools within Respect in the Workplace, AODA, and Diversity.

#### **6. Health & Safety**

- Ensures scope of duties/accountabilities adheres to the established Health & Safety program, policies and procedures.
- Ensures work is performed in a safe and healthy manner in keeping with the Agency's obligations under the Occupational Health & Safety (OHSA) legislation, and as guided through the Agency's Health & Safety program.

#### **Client (Patient) Safety**

- Support the Internal Responsibility System by adhering to evidence-based practices, policies and standards for Client Safety and improving the patient experience. These include communication and teamwork, infection prevention and control, safe medication practices, and safe use of equipment and facilities.
- Recognize and report actual or potential risks that could cause harm.
- Respond to the occurrence of an adverse event or near-miss promptly and effectively mitigate harm to the client, ensure disclosure, and prevent recurrence. Complete and submit all appropriate documentation and communicate events and risks openly to relevant leaders and team.
- Actively involve the client in all aspects of their care, communicate regularly and help clients and visitors understand their role in protecting their own safety.
- Proactively identify opportunities for and make continuous process improvement to prevent harm and improve patient outcomes.
- Understand and track team's performance in client care and safety by regularly reviewing data provided and/or posted in relevant areas or as directed by manager.
- Participate in Client Safety training and maintain competencies as required.

### **Key Qualifications**

1. M.Sc. in Occupational Therapy or equivalent.
2. Registration and licensed to practice (in good standing) with the College of Occupational Therapists in Ontario.
3. Previous experience working therapeutically with geriatric clients, preferably within community health setting and with experience working with people with cognitive impairments and their caregivers. This includes demonstrated ability to develop effective recommendations as to resources and treatment needs from the assessment. Additionally, this includes demonstrated clinical expertise using a number of Occupational Therapy theoretical models and therapeutic modalities (i.e., individuals, family, groups) in crisis, short term and case management as required.
4. Familiarity with program development, evaluation, monitoring and research methodology would be a strong asset.
5. Advanced assessment skills, including screening for mental health issues (e.g., depression, psychosis, suicide risk, cognitive status).
6. Demonstrated ability to develop rapport and adapt to individual environments in order to carry out assessment.
7. Superior communication skills (verbal and written) and ability to adjust language or terminology to meet the needs of the audience.
8. Demonstrated ability to provide effective consultation and educational services (formal and informal) to other health care facilities and community agencies.
9. Demonstrated ability to work independently and to be an effective member within an inter-professional team.
10. Demonstrated ability to manage a caseload, determine priorities and meet deadlines.
11. Familiarity with client records systems (e.g., NOD), intermediate computer skills in word processing, email, and PowerPoint are essential, some knowledge of Microsoft, Access, Excel and ability to explore the Internet.
12. Ability to provide support and input into the program to assist in evaluating the work of the program to determine priorities.
13. Must have a valid driver's license.

### **Application Process:**

- 1) Please submit your resume and cover letter to [recruiting@careachc.ca](mailto:recruiting@careachc.ca) on or before **November 13, 2018**.
- 2) Notes:
  - The Agency is committed to transparent and merit based selection in all of its recruiting and hiring decisions. We embrace and celebrate our community's unique multicultural heritage and diversity.
  - **This position is subject to the successful completion of the following pre-employment conditions for all external hires:** Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Carea Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation.

**Accessibility:** If you have accessibility needs and require alternate formats or other accommodations please contact Paula Carter, Resource Development and Communications Manager at 905-723-0036, extension 1229, or by email to [pcarter@careachc.ca](mailto:pcarter@careachc.ca) . **Carea Community Health Centre and staff are dedicated to creating an inclusive environment that welcomes diversity. Every One Matters! Every One is Welcome!**