**Occupational Therapist – 120R2-26-4**
**Community Health and Wellness, Wellbeing**
**Full Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up **until filled,** for the **Occupational Therapist** with **Community Health and Wellness, Wellbeing.** The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through My Job Search. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Occupational Therapist** reports to and works under the direction and supervision of the Manager, Allied Health, Department of Wellbeing, Six Nations Elected Council.

The Occupational Therapist will provide expertise in the occupational performance and overall quality of life of individuals by conducting clinical assessments and providing appropriate recommendations, consultations, and direct or indirect interventions.

The Occupational Therapist will utilize evidence-based practice and client centered practice principles to identify physical, psychosocial, cognitive, emotional, environmental and occupational barriers for clients of all ages who reside in the Six Nations Community. The Occupational Therapist will enable individuals, groups and the community to develop the means and opportunities to identify, engage in and improve their function in the occupations of life.

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| **Type** | Permanent Full Time |
| **Closing Date** | Posted Until Filled |
| **Hours of Work** | 35 hours per week |
| **Wage** | $80,850-$95,425/year |

*A competitive compensation package will be offered commensurate with qualifications. *

**BASIC QUALIFICATIONS:**

- Graduate of a master's degree in occupational therapy or equivalent
- Minimum of three years clinical Occupational Therapy experience
- Must be registered with the College of Occupational Therapists of Ontario

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- ADP authorizer
- Valid Class “G” license and reliable transportation
- High level of computer skills – Microsoft Office, MS Word & Excel.

**SUBMISSION PROCEDURE: (Choose <u>one</u> method <u>ONLY</u>):**

**<u>Method #1: Online</u>**

1. Please visit: My Job Search to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Mary Ann Alldis, HR Business Partner at 519-445-2223 ext. 5755 or via email at HRBP4@sixnations.ca.

**<u>Method #2: GREAT</u> – Applications must include <u>all</u> of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Occupational Therapist – Full Time – 120R2-26-4**
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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**POSITION TITLE:** **Occupational Therapist**

**REPORTING RELATIONSHIP:**
Reports to and works under the direction and supervision of the Manager of Allied Health, Department of Wellbeing, Six Nations Elected Council.

**PURPOSE & SCOPE OF THE POSITION:**
The Occupational Therapist will provide expertise in the occupational performance and overall quality of life of individuals by conducting clinical assessments and providing appropriate recommendations, consultations and direct or indirect interventions.
The Occupational Therapist will utilize evidence-based practice and client centered practice principles to identify physical, psychosocial, cognitive, emotional, environmental and occupational barriers for clients of all ages who reside in the Six Nations Community.
The Occupational Therapist will enable individulas, groups and the community to develop the means and opportunities to identify, engage in and improve their function in the occupations of life.

**KEY DUTIES & RESPONSIBILITIES:**

**Technical Functions:**

- Intake and assessment of client need:
  - Prioritizes and screens referrals to evaluate appropriateness for service based on the occupational therapist scope of practice and eligibility criteria.
  - Determines occupational performance issues and needs.
  - Conducts assessment to determine occupational performance issues and needs in the environment that best suits the needs of the client.
  - Conducts assessments utilizing culturally appropriate standardized and non-standardized assessment tools during the assessment process
  - Maintains client records in accordance with the College of Occupational Therapists of Ontario
  - Prioritizes occupational performance issues based on client centered practice principles and clinical reasoning
  - Synthesize, analyze and use clinical reasoning to develop the Occupational Therapy plan of care.
  - Manages clinical waiting list
  - Refers to other community services as appropriate
- Develops recommendations based on the occupational performance issues identified and prioritized in the assessment process.
- Develops and facilitates programming to support the clinets at the Jay Silverheels Complex to participate as fully as possible in their daily activities.
- Collaborates with the Adult Day Program to promote wellness in older adults attending programs.

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- Supports the Falls Prevention and Education Program as requested
- Utilizes culturally appropriate evidenced informed practice principles within the intervention plan.
- Evaluates and measures the outcomes of the interventions and recommendations.
- Provides supervision to Support Personnel in accordance with the College of Occupational Therapists of Ontario.
- Adheres to principles of safety re: body secretion precautions and procedures, correct disposal of bio-medical wastes, management of incidents/accidents/disasters as per protocols in terms of precaution, action, reporting and follow-up.

**Communications Functions:**

- Employs excellent communication skills when interacting with clients, families and other staff.
- Provides appropriate advocacy for clients and families when necessary.
- Attends case conferences and clinical rounds when necessary and provides input from the occupational therapy perspective.
- Attends staff meetings for Six Nations Therapy Services.
- Develops a working relationship with supervisors, case managers and related staff.
- Works effectively as a team member and communicates with the Team Manager.
- Communicates effectively with the Occupational Therapist/Physiotherapist Assistant to monitor assigned tasks and responsibilities.

**Administrative Functions**:

- Maintains client files following the appropriate protocol for the area of service and guidelines provided by policies and procedures of Six Nations Health Services that relate to using the Electronic Medical Record.
- Maintains documentation according to College of Occupational Therapists of Ontario standards.
- Completes administrative tasks as required by the Manager of Allied Health

**Other Functions**:

- Performs other job-related duties as may reasonably be required by the Manager of Allied Health
- Provides supervision of students and volunteers
  - Follows established College of Occupational Therapy of Ontario guidelines for the use of supportive personnel
  - Provides direct on-site supervision of the student/volunteer as stipulated in the supervision guidelines
  - Obtain appropriate consent before allowing a student/volunteer to participate in treatment for an individual

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- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

**WORKING CONDITIONS:**

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours and out of office sessions.
- Work requires the ability to work independently and with competence in diverse areas; physical activity; mental stress; requires working inside and outside; in community homes; requires extensive interactions with the public of all ages, which at times may be hostile or irate; requires interruptions, deadlines, and unscheduled hours.
- Work requires the ability to prioritize tasks within the occupational therapy service, work independently clinically with minimal functional supervision, and cope with many demands and time constraints.

**WORKING RELATIONSHIPS:**

**With the Manager**
Receives direction, guidance, encouragement; discusses plans and priorities.

**With the Occupational Therapist/Physiotherapist Assistant**
Provides clinical supervision, assigns tasks and monitors the functioning to ensure that the worker follows up as expected.

**With Other Staff**
Promotes courtesy, co-operation and teamwork with all staff.

**With External Agencies**
Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

**With the Public**
Represents and promotes the health serices interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

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**KNOWLEDGE AND SKILLS:**

Minimum Requirements:

- Graduate of a master's degree in occupational therapy or equivalent
- Minimum of three years clinical Occupational Therapy experience
- Must be registered with the College of Occupational Therapists of Ontario
- ADP authorizer
- Experience working with children
- Valid Class "G" license and reliable transportation
- High level of computer skills – Microsoft Office, MS Word & Excel.

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
- Supervisory experience with Occupational Therapist Assistants
- Relate effectively with clients of all ages and their families/caregivers
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Member of the Canadian Association of Occupational Therapists

**IMPACT OF ERROR:**
Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

**CONTROL:**
Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.

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