



Occupational Therapist – Allied Health

NEW – Internal posting (1) FTT Occupational Therapist Position

Job Position: Occupational Therapist - Full Time Temporary

Reporting to: Manager of Allied Health

Department: Allied Health

Start Date: Sept 5, 2023

Location: Ottawa

Job Group: Unionized – OPSEU

Reference No: OT-23-07-0006

Posting Date: July 21, 2023, Closing Date: July 28, 2023.

Job Summary:

Is responsible for the provision and management of cost effective Occupational care to individuals and/or families in the community. Care is provided within the framework of quality & risk management and the standards and scope of practice set by Carefor and the provincial regulatory body (COTO) for the Occupational Therapist. Is responsible for the assessment, treatment, consultation and counseling to clients and their families in the community by: assisting with the development, maintenance, restoration or improvement of: motor skills; perceptual skills; cognitive skills; communication skills; assisting clients to achieve their optimal level of functioning in the activities of daily living by prescribing and training on the use of mobility aids, adaptive devices and transfer aids; recommending alterations/renovations to the Client's physical environment and assisting with obtaining access to Community Services and funding programs.

Qualifications Required:

Education:

Degrees/Certificates

- Certificate of Competence/License from the College of

Occupational Therapy of Ontario

- B.Sc OT
- Current certification in CPR
- ADP certification Preferred
- Current and valid driver's license
- Access to vehicle that is insured for business use

Experience:

Years & type of experience

- 3 to 5 years Clinical practice experience preferred
- Experience in community health preferred

Skills:

- Observation
- Independent assessment
- Health teaching
- Communication
- Interpersonal relationship building

a) Ability to work collaboratively as a member of a interdisciplinary team

b) Bilingual (English/French) preferred

KEY RESPONSIBILITIES

1. Clinical Practice

In all Carefor programs, the Occupational Therapist provides service consistent with the standards established by Carefor and provincial regulatory agencies/bodies. The standards of practice include: assessment, planning, implementation and evaluation.

a) Provides complete, relevant assessment of the client/family and their environment utilizing pre-set procedures

b) Develops a care plan with the client and family based on the assessment

c) Incorporates discharge planning into the care plan

d) Implements strategies or interventions according to the established care plan

e) Understands and practices role in relation to Standards of Practice for

Occupational Therapists and Carefor policies and procedures

f) Describes, evaluates and documents client's/family's responses to care plan

utilizing established procedures

g) Utilizes appropriate interviewing and communication skills to obtain information from the client/family

h) Describes and documents client care activity clearly, concisely, accurately and appropriately, according to Carefor standards

i) Evaluates client's/families responses to care plan for the achievement of realistic client-centered outcomes and revises plan as required

j) Demonstrates evidence of negotiation with client/family during delivery of care

k) Demonstrates respect for client's choices and decisions

l) Utilizes adult learning principals and established teaching materials to provide health teaching to clients and families

m) Analyses and incorporates current research findings into clinical practice

n) Reports and discusses client's status on a regular basis with other members of the health care team

2. Resource Management

a) Describes rationale for referrals, for increase/decrease in visits and for discharge based on relevant, sound data and established guidelines

b) Provides cost-effective, organized, outcome directed care on an ongoing basis

c) Identifies and utilizes tools and resources for work and manages these resources through regular maintenance of equipment etc.

d) Demonstrates effective time management, planning and organizing of days work activities

e) Delegates care appropriately

f) Refers clients to appropriate levels and type of care and to other disciplines utilizing established guidelines

g) Promotes client-directed care, self care and independence through teaching

3. Leadership

a) Works collaboratively within a multidisciplinary team and acts as a clinical resource and mentor for other care providers, staff and students

b) Shares knowledge, enabling clients, family and community to make informed choices in determining health and service needs

c) Promotes involvement of client/family in determining health and service needs

d) Influences policy review and development in health care and standards of practice through involvement in Carefor, professional organizations and/or community organizations

4. 4. Quality & Risk Management

a) Practices in accordance with the quality and risk management framework of Carefor

b) Articulates knowledge of components of quality and risk management

c) Plans, implements, evaluates and adjusts care in accordance with customer focused expectations

d) Seeks input from clients to assure that service meets expectations

e) Functions as an effective team member

f) Participates in decision-making and follows up to promote continuous quality improvement

5. Professional Accountability

- a) Functions in accordance with the Standards of Practice from the College of Occupational Therapy of Ontario
- b) Functions in accordance with the Carefor policies, procedures and strategic direction of Carefor and the branch
- c) Functions in accordance with applicable legislation
- d) Maintains competence through continuing education
- e) Collaborates with management staff and colleagues in the evaluation of own practice

6. Health and Safety Accountability

- a) Functions and reports in compliance with the Occupational Health and Safety legislation, regulations, and Carefor policies and procedures
- b) Participates in health and safety training including WHMIS and applies this knowledge in the workplace
- c) Wears or uses any/all protective equipment or clothing provided by the Carefor and does not interfere with protective devices so as to change or negate their functions
- d) Reports the absence of or defect in any equipment or protective device of which he/she is aware and which may endanger him/herself or another worker
- e) Reports any violations of the Health and Safety Act or the regulations, or the existence of any hazard
- f) Does not use or operate any equipment, machine, device or thing, or work in a manner that may endanger him/herself or any other worker

g) Ensures all workplace incidents are reported in a timely manner in accordance with legislation, and Carefor policies and procedures for workplace injuries and incidents

ORGANIZATIONAL RESPONSIBILITIES

Respect

Demonstrates a concern and caring for people as individuals by:

- a) Respecting others' values and opinions
- b) Demonstrating a genuine regard and compassion for others
- c) Respecting the confidentiality and integrity of others
- d) Appreciating and celebrating the contributions and successes of other individuals and groups

Responsibility

Be accountable for your own actions and outcomes by:

- a) Consistently focuses on the client/customer
- b) Approaching a task, carrying it out and taking responsibility for the outcome
- c) Protecting the safety and welfare of others
- d) Performing in accordance with the mission, vision and values of the organization
- e) Upholding the Carefor values-based code of conduct
- f) Using sound knowledge and skill in work/role performance
- g) Adhering to Carefor's dress code

Etiquette

Demonstrate awareness and acceptance of diversity by being polite and considerate

Support

Promote an environment that recognizes the various needs of individuals

Professionalism

Adhere to Carefor values and policies and your professional and regulatory standards and practices

Education / Learning

Continuously develop and demonstrate behaviour that fosters a positive working and teaching environment by:

- a) Identifying learning needs related to your position and seeking out appropriate individuals/ resources to meet these needs
- b) Attending in-services and education sessions
- c) Participating in relevant educational programs offered by Carefor

Communication

Interact effectively with clients, coworkers, physicians, the public, volunteers, and other organizations by:

- a) Listening and striving to understand
- b) Using clear and concise language
- c) Using appropriate methods for giving direction and providing constructive feedback
- d) Avoiding jargon and remembering your body language
- e) Being respectful and maintaining confidentiality

Teamwork

Works cooperatively and respectfully with others to further the goals of the client and the organization, treating all individuals as valuable member of the team by:

- a) Participate effectively as a team member
- b) Respect and value individual contributions

- c) Share knowledge and experience
- d) Share accountability for team efforts

Client Focus

Putting the clients needs first by:

- a) Striving to anticipate and exceed the needs of clients
- b) Involving clients in decision making
- c) Monitoring and evaluating results/outcomes
- d) Advocating the needs of clients

Quality Improvement

Identifies client/customer needs and improves services

- a) Review and evaluation on-going work process
- b) Looks for ways to improve work or care processes, based on results and/or evidence

Adaptability to Change

Recognizes and accepts change as a reality by:

- a) Asking questions until understanding is achieved
- b) Being receptive to new ideas and willing to try new methods and approaches
- c) Being able to adapt to change as the job requires
- d) Accepting the challenge of self directed learning

Carefor will only provide employment to those who can provide proof of being fully vaccinated against COVID-19, subject to Human Rights exemption.

Carefor values equity, diversity, and inclusion in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We are committed to providing inclusive, barrier-free recruitment and selection processes and a work environment that supports our diverse workforce. If you require accommodations at any stage of the recruitment process, please let your TA Coordinator know or contact us in confidence providing



notice in advance. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.