

Job Description	
Title	Occupational Therapist
Reports to	Manager, Primary Care
Location	Kingston, Weller Clinic
Position Type	Part-time Permanent, 21 hours per week
Start Date	Immediately
Salary	\$34.25 – \$40.29 per hour

Position Summary

The Occupational Therapist (OT) is a member of the multi-disciplinary primary health care team responsible for providing holistic, comprehensive, and quality care to promote health to priority populations. The OT delivers high-quality support, case management and interventions to clients offered through individual, group therapy sessions, or parent workshops – in office or home environments. Care is provided from a trauma and violence informed lens and recognizing the impact of social determinants of health. The OT works as an integral part of clients' healthcare team and in collaboration with an MD/NP and a multi-disciplinary allied health team, delivering safe and person-centered care.

Responsibilities

Key Responsibilities	Detailed Responsibilities
Client Services	<ul style="list-style-type: none"> • Provide occupational therapy services, including but not exclusive to maintaining a client caseload, providing occupational therapy assessments, as well as providing occupational therapy interventions. • Analyze clients' capabilities and expectations related to life activities through observations, interviews, and formal assessments. • Develop intervention programs to address clients' needs related to self-care, work and leisure activities, including individuals from early years to seniors. • Establish personalized care plans, as part of a multidisciplinary team. • Communicate and liaise with client, family/caregivers, community agencies and referral sources in a trauma informed manner. • Establish a referral network with community agencies, including Home Care, VON, Meals on Wheels, etc. • Provide home visiting services to clients, as needed. • Build client capacity and skills through training and community links in a trauma informed manner.
Health Promotion and Education	<ul style="list-style-type: none"> • Consult and advise on health promotion programs to prevent disabilities and maximize independent function in all activities of life. • Participate in the development, planning, facilitation and evaluation of disability prevention health promotion programs for clients of KCHC. • Provide Occupational Therapy programs in individual, triad and larger group settings.

	<ul style="list-style-type: none"> • Provide programming to priority populations such as those living in poverty, single parents with mental health or addictions, frail elderly, children and teens with addictions or high ACE's. • Counsel and educate clients on health and disability related to lifestyle issues, and evaluate the effectiveness of education and counselling approaches and strategies. • Work with community groups and agencies to advocate for and promote healthy choices and initiatives for clients in Kingston. • Provide community placements for Occupational Therapy students in accordance with the Teaching Agreement with Queen's University School of Rehabilitation Therapy, as KCHC is able to accommodate. • Participate in approved clinical research in conjunction with research initiatives at the School of Rehabilitation Therapy (i.e. falls prevention, fatigue management). • Empower clients across the lifespan to overcome barriers in their everyday lives and participate in home, school, work and community environments.
Administrative duties	<ul style="list-style-type: none"> • Keep accurate records of client visits using the electronic medical records ("EMR") system established by the KCHC. • Maintain timely communication with referral providers within KCHC and externally. • Participate in committee work and staff meetings as required by KCHC. • Keep statistics on client encounters, program and community activities and transportation and other expenditures as required by KCHC. • Work with and coordinate program volunteers, as appropriate.

Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Commits to acquiring an understanding of the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Commits to demonstrating an ongoing commitment to Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by representing the diverse nature of our communities, promoting and practicing inclusion
- Supports consistent application and development of KCHC policies and procedures
- Supports KCHC's student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

Basic Education and Experience Requirements

- University degree in Occupational Therapy
- Registration with the College of Occupational Therapists of Ontario.
- Five or more years of experience in community practice.
- Experience with CBT and DBT techniques are an asset.
- Experience with child and youth services is beneficial.
- Experience in quality improvement initiatives, program development, implementation, facilitation, monitoring and evaluation.
- Relevant experience including demonstrated advanced practice skills and management of complex case load.
- Demonstrated commitment to continued professional development and evidence based practice.
- Demonstrated ability to work independently and as part of the team.

- Demonstrated ability in clinical supervision of students and/or staff.

Knowledge, Skills and Abilities

- Successful candidates must possess strong interpersonal and group facilitation skills. The ability to work effectively in a wide range of settings with individuals from diverse backgrounds is required as OT intervention at KCHC are offered through individual, group therapy sessions, or workshops – in office or home environments.
- Demonstrated ability to work effectively in a multi-disciplinary team environment.
- Demonstrated commitment to community based healthcare and knowledge of community based resources.
- Excellent communication (verbal and written) and interpersonal skills.
- Proficiency with various computer programs and application, especially Microsoft Office.
- Excellent organizational skills and above average attention to detail.

Competencies

Organizational Competencies: Client Focus, Negotiation Skills, Interpersonal Skills, Problem Solving, Communication Skills

Position Competencies: Counselling, Facilitating Groups, Knowledge/Professional/Technical Expertise, Relationship Building, Teamwork

Other Requirements

- Current and satisfactory Criminal and Vulnerable Persons Check must be provided by start date
- Up to date Immunizations and clear Tuberculosis testing must be completed prior to start date
- Valid Driver's License, Driver's Abstract and proof of vehicle liability insurance as this is a requirement under KCHC's insurance provider
- Must be an Assistive Devices Program Authorizer (Ministry of Health)
- Proof of complete COVID-19 vaccination or medical exemption
- Ability to work outside normal business hours on occasion if required
- French language an asset

Application Instructions

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to hr@kchc.ca citing reference "2023-19-KCHC" in the subject line.
- Applications must be submitted to Human Resources, position open until filled.

As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.

All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.

KCHC is a proud Living Wage employer!

**Kingston Community Health Centres, 263 Weller Ave. Unit 4 Kingston ON, K7K 2V4
www.KCHC.ca**