



POSITION DESCRIPTION
OCCUPATIONAL THERAPIST
Broadmead Care Society

POSITION TITLE:	OCCUPATIONAL THERAPIST	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Residential Care Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Occupational Therapist	CLASS CODE	N24
SUPERVISOR'S TITLE:	Rehabilitation Coordinator	POSITION NUMBER	00044753
SUPERVISOR'S CLASSIFICATION:	Occupational Therapist N27	PHONE NUMBER:	

PURPOSE OF POSITION

The Occupational Therapist (OT) is responsible for the provision of occupational therapy services for the residents of The Lodge at Broadmead. The OT plans, develops, implements and evaluates occupational therapy programs and services; establishes and evaluates occupational therapy practice standards; communicates, in written and oral format, resident and program needs to the multidisciplinary team and community agencies; carries out administrative duties associated with the provision of the occupational therapy program; oversees the implementation of the occupational therapy care plans and activity programs by resident care staff and volunteers.

NATURE OF WORK AND POSITION LINKS

The Occupational Therapist (OT) works under the administrative supervision of the Coordinator of Rehabilitation Services. The OT works in collaboration with other health care and support services team members.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Plans, develops, implements and, evaluates occupational therapy programs and services for clients at The Lodge at Broadmead.**
 - Applies occupational therapy principles of treatment through techniques and strategies that are adapted to the functional capabilities of elderly residents, using both individual and group settings.
 - Assesses residents for complex seating and mobility systems including customized and commercially available equipment.
 - Consults with physicians and other allied health professionals, as well as the residents and family members or caregivers in the management of the resident's treatment programs.
 - Consults and communicates with external community agencies, including Veterans Affairs Canada, to access prescribed equipment for residents.
 - Assesses and recommends residents' personal care and basic activities of daily living needs.
 - Provides education and training to residents, family members or caregivers, and staff in relation to such topics as use of prescribed or adaptive equipment, proper transfer and lifting techniques, basic and instrumental activities of daily living.
 - Develops and maintains occupational therapy priorities for resident treatment and programs.
 - Monitors the resident care staff and volunteers to assist residents with components of the occupational therapy care plan.
 - Uses and contributes to clinical research related to occupational therapy specifically and geriatric care in general.
- 2. Supports The Lodge at Broadmead and Rehabilitation Services program.**
 - Assesses and documents the residents occupation therapy needs, treatments and interventions on the residents' health record and other appropriate documents.

- Participates in the development of the care plan for residents.
- Participates in appropriate multidisciplinary, resident and family conferences, and committees related to resident care and services.
- Communicates with external agencies, including Vancouver Island Health Authority and Veterans Affairs Canada, related to the occupational therapy program and individual resident's progress in treatment programs.
- Writes reports as required related to resident participation and outcome of occupational therapy interventions.
- Maintains statistics and information related to client participation and goals and objectives of occupational therapy and The Lodge programs.
- Provides education and training sessions to residents and families or caregivers about such topics as basic and instrumental activities of daily living, adaptive equipment, proper techniques for lifts and transfer, and mobility devices.
- Liases with community agencies and care facilities related to the residents' participation in occupational therapy treatments and programs.

3. Carries out administrative duties related to the provision of occupational therapy programs at The Lodge at Broadmead.

- Develops and maintains relevant records and statistics, maintains a workload measurement system and reports monthly, periodically and annually to the Coordinator of Rehabilitation Services.
- Reports occupational therapy equipment and supply needs to the Coordinator of Rehabilitation Services and maintaining inventory control.
- Contributes to the development of occupational therapy policies and procedures and maintaining current practice standards.
- Contributes to the development of quality improvement projects and appropriate evaluation indicators for the occupational therapy program.
- Participates in fieldwork placement opportunities for occupational therapy student practicums.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
-------	-------	--

EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
<ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

SELECTION CRITERIA

Education:	Graduation from a university with an approved program in occupational therapy; Current registration in good standing, or eligible for registration with the College of Occupational Therapists of British Columbia.
Experience:	Experience in a clinical setting as an occupational therapist or student occupational therapist; experience working with seniors with chronic physical and psychosocial disabilities; previous experience with veterans, considered an asset. Experience working with residents with dementia is preferred.
Skills and Abilities:	Excellent oral and written communication skills, sound interpersonal and instructional abilities, knowledge of software applications, particularly word-processing, excel and e-mail; ability to work within a multidisciplinary team whose members have diverse backgrounds; and the ability to supervise staff, students and volunteers where appropriate.