



OCCUPATIONAL THERAPIST ASSISTANT
Child & Youth, Health Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, **Wednesday, April 10, 2024**, for the **Occupational Therapist Assistant with Child & Youth, Health Services**, Department. 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 are accepted through <https://www.vsciberhosting.com/sixnations/>. **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 Assistant** Reports to and works under the direction and supervision of the Child & Youth Health Team Program Supervisor, Health Services, Six Nations Elected Council. Receives clinical supervision from the Occupational Therapist.

To assist in the implementation of occupational therapy treatment plans as established and supervised by the Occupational Therapist.

Type	Full-Time
Closing Date	April 10, 2024
Hours of Work	35 hours weekly
Wage	\$49,500 per annum

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

BASIC QUALIFICATIONS:

- Graduate of an Occupational Therapist Assistant and Physiotherapist Assistant diploma program or equivalent
- Experience working with children preferred.
- Valid Class "G" license and reliable transportation
- High level of computer skills – Microsoft Office, MS Word & Excel.
- Familiar with the Six Nations Community and services available in the area
- Relate effectively with clients of all ages and their families/caregivers.
- Experience working in fitness or health environments.
- Strong organizational skills and able to work independently, and work cooperatively with other service providers.

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.

- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> 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 includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify 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 Eniola Owoso, Human Resources Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@sixnations.ca.

Method #2: GREAT – Applications must include all 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 qualify 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 Assistant – Full Time – 042R1-24-3
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Occupational Therapist Assistant

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Health Team Program Supervisor, Health Services, Six Nations Elected Council. Receives clinical supervision from the Occupational Therapist.

PURPOSE & SCOPE OF THE POSITION:

To assist in the implementation of occupational therapy treatment plans as established and supervised by the Occupational Therapist.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Assist the Occupational Therapist with patient care with direct or indirect supervision.
- Assist in therapist by performing evaluations (without interpretation)
- Implement the treatment plan, as established by the therapist, including but not limited to individual exercise programs, modalities, or transfers.
- Perform all duties within the established guidelines from the College of Occupational Therapists of Ontario (COTO)
- Maintain client records in accordance with the College of Occupational Therapists of Ontario guidelines and practice standards established by Six Nations Health Services for documentation in the Electronic Medical Record
- Participate in clinical rounds and case conferences as required.
- Comply with established safety precautions and standards, infection control procedures and aseptic and isolation techniques.
- Utilizes culturally appropriate, evidence informed practice principles throughout care.

2. Communications Functions:

- Maintain/Review case files assigned by the therapist:
 - Ensuring that work performed is documented and placed in the electronic medical record.

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- Assisting in the development and maintenance of occupational therapy service standards
- Assuring that therapy personnel, clients and visitors follow established policy and procedures at all times.
- Ensuring client's safety and comfort while performing duties
- Ensuring therapy is administered in compliance with applicable regulations and standards.
- Attend staff meetings for Six Nations Child & Youth Health Services
- Employs appropriate communication skills when interacting with clients, families and other staff.
- Attends case conferences and clinical rounds and provides input in order to coordinate care and optimize client outcomes.
- Follows procedures for reporting hazardous conditions, equipment and incidents.
- Ensures privacy is maintained in accordance with relevant regulations.
- Provides appropriate advocacy for clients and families when necessary.
- Communicates regularly with the Occupational Therapist, Child & Youth Health Team Program Supervisor and Clinical Lead.

3. Administrative Functions:

- Plans weekly itinerary and completing monthly work reports and statistics.
 - Follow established reporting procedures as laid out by the program.
 - Complete necessary monthly report forms and ensure relevant statistics are maintained as required.
 - Review occupational therapy policy and procedure manual, work plans and job descriptions annually.
 - Coordinate and schedule clinical activities.
- Monitors clinic supplies and equipment inventory.

4. Other Functions:

- Performs other job-related duties as may reasonably be required by the Child & Youth Health Team Manager or Occupational Therapist.
- Provides supervision of students and volunteers
 - Follows established College of Occupational Therapists 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.
- 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:

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- 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.

WORKING RELATIONSHIPS:

With the Child & Youth Health Team Program Supervisor

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Child & Youth Health Clinical Lead

Receives guidance; discusses plans and priorities or interacts to ensure tasks are done efficiently and effectively.

With the Occupational Therapist

Receives direction, guidance, discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

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 services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of an Occupational Therapist Assistant and Physiotherapist Assistant diploma program or equivalent
- Experience working with children preferred.
- 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
- Relate effectively with clients of all ages and their families/caregivers.
- Experience working in fitness or health environments.
- Strong organizational skills and able to work independently, and work cooperatively with other service providers.
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- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Member of the Canadian Occupational Therapy Association (COTA)

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.