



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Rehabilitation Assistant	
Position Number	Community	Division/Region
48-90028	Inuvik	Rehabilitation Services/Beaufort Delta

PURPOSE OF THE POSITION

The Rehabilitation Assistant assists in the provision of services to patients of the Rehabilitation Services Division under the direction and supervision of the Occupational Therapist (OT), Physiotherapist (PT), Speech Language Pathologist (SLP), and Audiologist (Aud) and in accordance with the philosophy and strategic of the Northwest Territories Health and Social Services Authority (NTHSSA).

The Rehabilitation Assistant will deliver service in a safe, effective, and efficient manner that ensures patients realize and maintain maximum functioning and independence within efficient publicly funded services.

SCOPE

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Thcho regions, covering 1.2 million square kilometers and serving approximately 43, 000 people including First Nations, Inuit, Metis and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Thcho Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines, and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.



Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The Authority administers health and social services to the residents of the Beaufort Delta region in the Northwest Territories. The Authority directly and contractually employs over 300 staff who deliver these services in 8 communities across the vast geographic area of the region. The Authority provides and supports the delivery of services to adults and children on an inpatient, outpatient, and outreach basis through the Inuvik Regional Hospital, a 51 bed accredited facility; seven community health centers; and fourteen other sites; including social services and dental therapy offices, a public health clinic, and various group homes. The annual operating budget for the Authority is in excess of \$ 50 million.

Reporting directly to the Regional Manager of Rehabilitation Services, the Rehabilitation Assistant will provide direct patient care under supervision/direction of the Physiotherapist, Occupational Therapist, Speech-language Pathologist and Audiologist helping the client to reach their functional goals. The incumbent maintains rehabilitation unit inventories, equipment, resource information and the work area of the unit, in order to provide clients with equipment and aids to help them reach their functional potential. The Rehabilitation Assistant also provides research, analytical administrative support and program implementation for the Physiotherapists, Occupational Therapists, Speech-Language Pathologists, and Audiologists. The incumbent has the opportunity to develop relationships with the patients of the Rehabilitation Services unit and is expected to remain calm, controlled and professional, regardless of the situation and demonstrate compassionate care to the client, family and other members of the health care team.

Rehabilitation services are provided as in-patient, out-patient, community, and travel services. The rehabilitation team consists of the Regional Manager of Rehabilitation Services, Occupational Therapists, Speech-Language Pathologists, Audiologist, Child Development Team Coordinator, Clinical Program Assistants, and Rehabilitation Assistants.

This position will also provide administrative support when needed which may include scheduling and coordinating rehabilitation services based on the individual client needs and availability of services while being sensitive to geographical and cultural diversities.

The incumbent is required to be motivated and innovative in the area of continuing education and practice to encourage the professional growth of self and others.



RESPONSIBILITIES

1. Supports client's patients and their families through the implementation of rehabilitation treatment plans.

- Prepares materials for use in therapy, home programs, classrooms, and other environments under the guidance of the OT, SLP, PT, and Audiology
- Assists with the implementation of patient care plans under the supervision and direction of the Therapist, and according to departmental guidelines.
- Documents interventions and provision of equipment to patients according to departmental charting guidelines.
- Ensures that equipment is properly assembled and maintained.
- Fabricates or makes modifications to equipment as needed using knowledge of adaptive equipment, fabrics, sewing, carpentry, and splinting materials.
- Assists with research projects, in-service training and family or community education that has been approved by the supervising Therapist.

2. Provides support to client/patient family centered care by facilitating equipment ordering, inventory management, provision and funding applications for clients/patients and their families.

- Ensures Therapists have an adequate supply of appropriate equipment and aids to carry out therapy with patients.
- Researches equipment options and assists the Therapist in selecting the optimum equipment for the client.
- Manages the equipment loan program.
- Contributes to the fiscal management of the department.
- Acts as a resource for patients, therapists and other departments through knowledge of extended health and insurance plans.
- Ensures the necessary forms and authorizations are obtained.
- Maintain accurate records of orders and follows up on late or lost orders.

3. Provides therapeutic support relief coverage in the absence of the peer Rehabilitation Assistants, and Clinical Program Assistants.

- Assists in the effective management of the physical resources of the Physiotherapy, Occupational Therapy, Speech-language pathology and/or Audiology departments to ensure that staff and patients have the necessary equipment and supplies available for therapeutic use.
- Assists in the implementation of rehabilitation treatment plans by providing direct care and therapy to patients under the direction of the Therapist.
- Documents interventions and provision of equipment to patients according to departmental charting guidelines.



- Contributes to patient care and safety by ensuring that equipment is properly assembled and maintained.
 - Coordinates telehealth meetings for therapists with patients and stakeholders to communities.
- 4. Maintain the treatment areas, equipment and supplies in compliance with department standards.**
- Perform general departmental maintenance duties such as filing, cleaning and monitoring temperatures on whirlpools, wax baths, hydro collators, and splinting pan.
 - Cleaning work areas and checking that supplies and equipment are in place for the department's daily activities.
 - Change linen and tidy treatment areas between patients.
 - Clean equipment work areas, toys, whirlpool, etc. Use sterile techniques as Required.
 - Report to the therapist any broken or malfunctioning equipment or any part of the work area in need of maintenance or repairs.
 - Monitor supply levels and notifies the therapist when routine supplies or stock totems need to be re-ordered.
- 5. Contributes to the overall deliverables of the Rehabilitation Department through participation in departmental projects and by keeping and submitting accurate statistics and records.**

WORKING CONDITIONS

Physical Demands

Approximately 25% of the incumbent's day will be spent bending and standing in awkward positions providing physically demanding services (e.g. repetitive and forceful use of hands) to patients while assisting the Therapists. The incumbent transfers patients who require assistance, moves and lifts children and other heavy therapeutic equipment. This often requires lifting equipment above shoulder height. The incumbent may be required to sit for prolonged periods of time which can lead to physical discomfort. Repetitive strain injuries can occur due to the amount of keyboarding / computer time. When working with children there is a risk of being hit, bitten, coughed on, etc.

Environmental Conditions

During their day an incumbent may be exposed to communicable diseases, blood and body fluid. While maintaining or repairing equipment, the incumbent will work with power tools, solvents and glues and be exposed to related noise and fumes.



Sensory Demands

The incumbent will be required to use the combined senses of touch, sight and hearing during provision of care in a variety of setting that vary from controlled (e.g., Hospital) to uncontrolled (e.g. patient's home).

The incumbent must use strong observational skills while inspecting equipment and when working with patients to accurately report to the Therapist.

Mental Demands

There is uncertainty in knowing what to expect while at work, especially in uncontrolled settings (e.g. home visits). There is legitimate concern about unknown and unpredictable situations (e.g. patients or family members under the influence of alcohol or appear angry, anxious, or indifferent)

There is a large and varied volume of work that must be prioritized, and demands are placed on this position by several different Therapists all competing for the Assistant's time.

May be required to travel to outlying communities via ice road and small aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current accepted standards of Rehabilitation Assistant practice with a broad base of skills.
- Knowledge of normal development, function and impairment related to S-LP, OT, or PT including anatomy and physiology in a variety of age groups.
- Knowledge of fabrics, sewing, carpentry, splinting materials, and adaptive equipment to fabricate or make modifications to equipment.
- Knowledge of applicable policies, procedures, regulations, and legislation.
- Knowledge of and ability to operate a desktop computer and word processing applications in order to send and receive electronic mail, conduct research over the internet, complete reports and resource materials.
- Knowledge and sensitivity to cultural, social, gender and age dynamics as they relate to the delivery of primary health care programs and services with an ability to deal with a variety of people in a non-judgmental way.
- Written and oral communication skills including listening, observing, identifying and reporting; including an ability to communicate effectively and efficiently to a divergent group of people.
- Ability to work with individuals at all levels in a variety of organizations at the community, regional and territorial level.
- Ability to communicate and interact professionally and effectively with patients of varying temperaments.



- Sensitivity to issues and the ability to lead in a collaborative way to inspire, influence and persuade.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Certification, as a Rehabilitation (OT, PT, SLP, Audio) Aide or Rehabilitation Assistant from an accredited Canadian Institution or, an equivalent combination of education, training and experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Beaufort Delta Regional Requirements

Within the Beaufort Delta Region all health care providers must be able to acquire within a reasonable time frame and remain current with the following training and certifications:

- Valid NWT driver's license
- Internet and E-mail APPLICATION.
- Standard First Aid training
- CPR
- Fire Training/Fire Extinguisher Training
- FIT Testing
- Privacy and Confidentiality
- Social Media Training
- Workplace Bullying/Respectful Workplace
- Workplace Safety Awareness Training
- Workplace Hazardous Materials Information System (WHMIS)
- Aboriginal Cultural Awareness Training
- Biohazardous Waste Training
- Emergency Response Training

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)



Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred