



## **IDENTIFICATION**

Department	Position Title	
Northwest Territories Health and Social Services Authority	Occupational Therapy Aide	
Position Number(s)	Community	Division/Region(s)
48-9515	Yellowknife	Rehabilitation and Continuing Care Services / Yellowknife Region

## **PURPOSE OF THE POSITION**

The Occupational Therapy Aide (OT Aide) assists in the provision of Occupational Therapy services to patients of the Occupational Therapy Department under the direction and supervision of the Occupational Therapist and in accordance with the philosophy and strategic priorities of the Northwest Territories Health and Social Services Authority (NTHSSA). The OT Aide 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**

NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchq regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. Health and social services include 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 Tłıchq Community Services Agency (TCSA) and Hay River Health and Social Services Agency (HRHSSA) operate under separate boards, 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 NTHSSA.

NTHSSA administers health and social services to the residents of the Yellowknife Region in the NWT. The NTHSSA directly and contractually employs over 300 staff who deliver these services in Yellowknife, Ft. Resolution, Lutselk'e, N'dilo, and Dettah for the Yellowknife Region. NTHSSA provides and supports the delivery of services to adults, children, and seniors on an inpatient, outpatient, and outreach basis at multiple sites across the city of Yellowknife and the Communities of Lutselk'e, N'dilo, Dettah, and Ft. Resolution. These services include community-based social services, a public health clinic, primary care services, rehabilitation services, home and community care services, and long-term care/extended care services.

The legacies of colonization and residential schools have impacted Indigenous health outcomes and the way health and social services are delivered and accessed. The incumbent is required to always honor and promote a culturally safe environment. Practicing from a trauma informed care perspective is expected and the position requires that interaction with clients and families is tactful, respectful, and humble.

There are four regional rehabilitation teams located in Fort Smith, Hay River, Inuvik, and Yellowknife. Rehabilitation services consist of audiology, occupational therapy (OT), physiotherapy (PT) and speech language pathology (SLP). All teams provide PT, OT and SLP services; the Yellowknife and Inuvik teams provide audiology services. Each regional team is responsible for delivering services within the community where they are located as well as other smaller communities. The provision of regional services is achieved using various methods of delivery including community travel clinics, telehealth, telephone, etc. Child Development Teams (CDT) are located within the Yellowknife and Inuvik rehabilitation teams. Additionally, a territorial Youth Fetal Alcohol Spectrum Disorder (FASD) Diagnostic and Family/Community Support program is embedded in the Yellowknife CDT.

Reporting directly to the Territorial Manager, Occupational Therapy, the incumbent maintains departmental inventories, equipment, resource information and the work area of the department, in order to provide clients with equipment and aids to help them reach their functional potential. With specific instruction from the Occupational Therapists, the OT Aide will assist in the implementation of occupational therapy treatment plans with clients, helping the client to reach their functional goals. Occupational Therapy services are provided on an in-patient, out-patient, community, and school basis. The Occupational Therapy unit consists of the Territorial Manager, Occupational Therapy, Occupational Therapists (pediatric and adult), Rehabilitation Assistants, Occupational Therapy Aides, and a Program Administrative Assistant.

## **RESPONSIBILITIES**

- 1. Assists in the implementation of occupational therapy treatment plans by providing direct care and therapy to patients under the direction of the occupational therapist.**
  - Assists with the implementation of patient care treatment plans under the supervision and direction of an occupational therapist, and according to departmental guidelines.
  - Assists with rehabilitative and therapeutic activities such as patient equipment maintenance and providing educational group sessions.

- 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.

**2. Contributes to the operation and management of the Occupational Therapy Department through supportive functions which allow the Occupational Therapists to concentrate on direct client care activities.**

- Maintains inventory in the Occupational Therapy Department, ensuring Occupational Therapists have an adequate supply of appropriate equipment and aids to carry out therapy with clients. Through research and contact with suppliers, contributes to the fiscal management of the department, and assists the Occupational Therapist in making the decision about the best equipment to purchase on behalf of the client; manages the equipment loan program.
- Acts as a resource for clients, therapists, and other departments through knowledge of extended health and insurance plans, by ensuring that necessary forms and authorizations are obtained, maintaining accurate records of orders, and following up on late or lost orders.
- Functions as a member of the Occupational Therapy Team by participating in the formulation of short- and long-term departmental goals, fiscal departmental planning and in the development and implementation of departmental projects and by keeping and submitting accurate statistics and records.

**3. Workplace Health and Safety: employees of the Authority are committed to creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility.**

- All employees and contractors have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices, and procedures.
- All stakeholders (management, staff, UNW, and Worker's Safety and Compensation Commission (WSCC)) need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.
- All Managers and Supervisors play an active role in workplace health and safety through their daily management: identifying prevention opportunities, ensuring staff are trained in Risk Monitor Pro, investigating potential risk and accidents, and applying timely corrective measures.
- A healthy workplace, where employees can provide quality service under safe conditions, is the right thing to do and makes good business sense.

## **WORKING CONDITIONS**

### **Physical Demands**

Approximately 50% 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 clients while assisting the Occupational Therapists. The incumbent transfers patients who require assistance and moves and lifts children and heavy therapeutic equipment. This often requires lifting equipment above shoulder height. The incumbent may sit or stand for extended periods of time during carpentry and/or sewing tasks.

### **Environmental Conditions**

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

During home visits the incumbent may be exposed to unsanitary conditions, cigarette smoke and loud noises (e.g., crying baby).

### **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 settings that vary from controlled (e.g., hospital) to uncontrolled (e.g., patient's home). Uncontrolled settings may be distracting for both the incumbent and the patient (noise level, visual commotion, etc.).

The OT Aide must use strong observational skills while inspecting equipment and when working with clients to accurately report to the Occupational Therapist.

### **Mental Demands**

The OT Aide has the opportunity to develop relationships with the clients of the Rehabilitation Services Department. The OT Aide 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 healthcare team.

There is uncertainty in knowing what to expect while at work, especially in uncontrolled settings (e.g., home visits). There is legitimate concern about risk of verbal or physical assault and unknown and unpredictable situations (e.g., patients or family members under the Influence of alcohol).

In addition, within the healthcare setting there can be significant lack of control over the work pace, with frequent interruptions that may lead to mental fatigue or stress. There is a large and varied volume of work that must be prioritized by the incumbent, demands are placed on this position by several different therapists all competing for the OT Aide's time.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of, and ability to operate, a desk top computer to send and receive electronic mail and conduct research over the Internet,
- Knowledge of, and ability to operate, Microsoft office applications in the completion of letters, databases, and reports.
- Effective oral and written communication skills.
- Effective time management, organizational and problem-solving skills.
- The ability to work with a multidisciplinary team.
- Basic sewing skills
- Basic carpentry skills
- Ability to commit to actively upholding and consistently personally practicing: diversity, inclusion, and cultural awareness; as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

This level of knowledge is typically acquired through the successful completion of certification as an Occupational Therapy 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**

- Proof of Immunization in keeping with current public health practices is required.

NTHSSA has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Indigenous Cultural Awareness, Biohazardous Waste, Biosafety and Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to the incumbent's scope of practice.

### **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:**

☐ Required  
☐ Preferred