



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Rehabilitation Assistant	
Position Number(s)	Community	Division/Region(s)
67-12730	Fort Smith	Allied Health Services/Fort Smith

PURPOSE OF THE POSITION

The Rehabilitation Assistant (RA) is responsible for assisting the Rehabilitation Department in delivery of rehabilitation services to the residents of the Northwest Territories Health and Social Services Authority (NTHSSA). The Rehabilitation Assistant performs clerical and therapeutic duties under the direct supervision of the Physiotherapist (PT), Occupational Therapist (OT), and Speech language pathologist (SLP) in the delivery of safe, effective, and efficient rehabilitation services.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ 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 Tłıchʔ 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 NTHSSA - Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C Health Facility and a 28 Bed Long Term Care Facility.

Located within the Fort Smith region, and reporting directly to the Regional Manager, Allied Health Services, the incumbent provides services to inpatients, outpatients, and long term care residents ranging from pediatrics and geriatrics. The RA provides assistance to all clients while working under the supervision of the OT, PT, and SLP. While the OT, PT, and SLP maintain responsibility for the overall services provided, the RA is responsible for providing care, as assigned by the rehabilitation professional. The RA is also responsible for communicating, coordinating, and planning for the rehabilitation team. The RA uses and monitors equipment and space to support service delivery and he/she participates in inventory control and supply management. The RA provides services within their scope and knowledge of practice.

While the services are provided under the supervision and responsibility of an OT/PT/SLP, the RA is accountable for his/her own individual performance.

The duties of the position are carried out in accordance with the policies and procedures of the Northwest Territories Health and Social Services Authority and Accreditation Canada Standards and Required Organizational Practice.

RESPONSIBILITIES

- 1. Assists in the implementation of PT, OT and SLP treatment plans, in both hospital, school, and homecare settings, by providing therapeutic services to patients under the direction of the PT, OT, or SLP including:**
 - Ensures treatment area is orderly and clean.
 - Assists patients in preparation for treatment, i.e. safe transferring and transporting of patients to and from the department, dressing/draping, preparing equipment, arranging treatment area.
 - Performs modalities as prescribed by PT, (i.e. ultrasound, IFC, laser, and other appropriate modalities).
 - Monitors patients receiving treatment.
 - Advises the therapist(s) of any signs of distress or changes in patient signs or symptoms, functional abilities, prior to, during or after treatment.
 - Reports any decline in progress or changes in behavior to SLP, PT and OT.
 - Assists with treatment plans developed by PT, SLP or OT as appropriate. For example, range of motion exercises, aids to daily living training, stimulation and developmental

programs, gait training/ambulation programs, mobility and strengthening programs, speech exercises.

- Prepares and applies hot packs, ice packs, and wax baths for patient treatment as instructed.
- Assists the OT in the preparation and fabrication of splints, orthotics, slings, etc.

2. Performs administrative duties

- Performs clerical duties for the rehabilitation department.
- Answers telephones and receives clients.
- Schedules in-patient and outpatient appointments.
- Tabulates monthly departmental statistics including keeping workload measurement statistics for time spent working directly with patients.
- Word processing, photocopying, filing and maintaining chart and work/exercise sheet inventories and other records.
- Assists in the paperwork for third party payment program, including NIHB, WCB, etc.; provides paperwork and follow-up to ensure the department is being reimbursed for equipment provided to patients.
- Manages waitlist.
- Coordinates information distribution with physicians, therapists, social workers, parents, and teachers by telephone, email or mail to maintain accurate communication and success of program on behalf of the client.
- Participates in meetings for/with SLP, PT and OT on behalf of the rehabilitation department as required.
- Performs other duties not listed above as assigned.
- Assists in the effective management of the physical resources of the rehabilitation department to ensure that rehabilitation staff and clients have the necessary equipment and supplies available for therapeutic use.
- Performs general departmental maintenance duties such as filing, cleaning, and monitoring temperatures on whirlpool, wax bath and hydrocollator; cleaning work areas; and checking that supplies and equipment are in place for the department's daily activities.
- Researches medical supply catalogues for equipment and supplies.
- Provides PT, OT and SLP with information on availability of goods and comparative pricing information.
- Completes order forms and obtain authorization to purchase according to department policy.
- Maintains accurate records of items ordered and received and follow up on late or lost orders.
- Maintains adequate inventory of stock items.
- Organizes and maintains equipment storage areas.
- Performs routine maintenance duties as assigned.
- Maintains the treatment areas, equipment and supplies in compliance with department.

3. Assists in the maintenance of a clean and safe work environment.

- Changes linen and tidies treatment areas between patients.
- Cleans equipment, work areas, toys, whirlpools, etc. Uses sterile techniques as required.
- Reports to the therapist any broken or malfunctioning equipment or any part of the work area in need of maintenance or repairs.
- Monitors supply levels and notifying the therapist when routine supplies or stock items need to be reordered.
- Performs other duties not listed above as assigned.

WORKING CONDITIONS

Physical Demands

The incumbent will be exposed to moderate physical exertion for brief periods (5 minutes) daily when lifting and transferring patients during assessments and treatment.

Environmental Conditions

The incumbent will rarely be exposed to communicable diseases. Daily, the RA will be exposed to moderate noise levels from equipment (i.e. whirlpool), odors of fumes from cleaning agents, and electromagnetic fields.

Sensory Demands

The RA will be required to use the combined senses of touch, sight, smell and hearing during interventions 10 -15 times per week, for 30-60 minutes per intervention.

Mental Demands

The incumbent will be required to balance, manage, and prioritize several requests from several different therapists throughout each day. Within the health profession there is significant lack of control over the work pace and workload, with frequent interruptions that may lead to mental fatigue or stress. The RA will occasionally (1-2 times per week) be required to deal with the mental and emotional demands associated with handling angry or indifferent patients or their families. The RA will deal daily with patients with progressive, chronic or terminal conditions. The incumbent will be required to work respectfully with different cultural values and perceptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills adequate for administrative tasks and to learn new programs.
- Knowledge of and ability to perform clerical duties and scheduling.
- Knowledge of and skills necessary to quickly and frequently adapt to the individual requirements of highly variable clients with a broad range of special needs.
- Knowledge and skills necessary to adapt scheduling, programs, and materials to the cultural variation of the NTHSSA region.

- Ability to communicate effectively with all of the persons and groups who access this service.
- Ability to work independently and within a multidisciplinary team.
- Knowledge of anatomy, physiology, exercise principles, pathophysiology and medical terminology.

Typically, the above qualifications would be attained by:

Graduation from a recognized community college physiotherapy/occupational therapy assistant program

ADDITIONAL REQUIREMENTS

NTHSSA-Fort Smith Regional Requirements

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

- WHIMIS,
- CPR,
- Safety Mask Fit testing

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

Aboriginal language

- ☐ Required
- ☐ Preferred