UNION JOB DESCRIPTION

JD430

JOB TITLE:	Rehabilitation & Therapy Assistant - QA	**JOB DESCRIPTION NO.:**	40060
CLASSIFICATION:	Rehabilitation Assistant ; Activity Worker II ; Transportation Attendant I	**GRID/PAY LEVEL:**	F 25
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	15314; 15002; 19001
UNION:	HEU	**JOB/CLASS CODE:**	40060
PROGRAM/DEPARTMENT:	Population & Family Health; Child, Youth & Family Health	**BENCHMARKS (If Applicable):**	15314; 15002; 19001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Queen Alexandra Centre for Children's Health		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or Program Coordinator and under the general supervision of a therapist, the Rehabilitation & Therapy Assistant supports and carries out therapeutic programs for children with disabilities.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Under the direction of a therapist, or following set guidelines, plans and carries out a wide variety of established individual client activities such as fine motor, gross motor, activities of daily living, speech and language stimulation, sensory, keyboarding.

2. Assists therapists with adaptations for clients by using Boardmaker; laminating, fabricating, adapting, upholstering and sewing physical aids such as slings, straps, seats, standers, adaptive clothing and finishing splints and orthoses.

3. Maintains computer inventory of videos, tools, books and materials including signing in and out.

4. Develops and implements group therapy sessions as assigned, based on therapist goals for sessions. Provides feedback to therapist on outcome of group and assists with revising plans.

5. Organizes equipment and wish list for new treatment items. Completes purchase orders, maintains supplies, organizes storage. Shops for and purchases supplies as needed.

6. Prepares treatment area and materials as required such as setting out the equipment needed for that session.

7. Assists with clinics by performing duties such as setting up area, receiving and/or returning X-rays, weighing clients, organizing charts, and communicating with clients and their families.

8. Maintain work area tidiness in a safe and orderly manner. Follows established guidelines and procedures and recommends changes to those guidelines.

9. Maintain daily statistical data according to program guidelines.

10. Orients and provides direction to assigned volunteers and students, demonstrating related techniques and procedures as required.

11. Reports and/or records relevant observations of clients to therapists to aid in evaluation and takes videos and/or photos of therapy sessions as requested.

12. Performs clerical tasks such as pulling and filing charts, accessing electronic information, and organizing charts according to established guidelines.

13. May be required to travel to other Island Health sites to perform tasks as assigned.

14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Completion of a Rehabilitation Assistant Program or an equivalent combination of education, training and experience. Valid Class 5 BC Driver's License.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to teach.
- Ability to organize work.
- Ability to operate related equipment.