UNION JOB DESCRIPTION

JD5363

JOB TITLE:	Occupational Therapist Coordinator	**JOB DESCRIPTION NO.:**	5363
CLASSIFICATION:	Occupational Therapist S2 - Over 8 up to 16 FTE	**GRID/PAY LEVEL:**	H-J-S2B
COLLECTIVE AGREEMENT:	Health Science Professionals	**HSCIS NO.:**	38922
UNION:	HSA	**JOB/CLASS CODE:**	38922
PROGRAM/DEPARTMENT:	Rehabilitation Services	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Manager or designate		
FACILITY/SITE:	North Island Hospital (Campbell River & District); NIH (Comox Valley Campus)		

JOB SUMMARY:

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

Reporting to the Manager, the Occupational Therapist Coordinator is responsible for the day-to-day operation, supervision and direction of designated staff in the Occupational Therapy department. This includes participating in establishing and meeting annual objectives; clinical leadership for Occupational Therapy, participating in program and service delivery planning, implementation and evaluation of assigned areas; and budgetary input and implementation. This position collaborates with the Manager, the Physiotherapist Coordinator, and the leaders in Speech Language Pathology.

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

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates with the Manager, Physiotherapist Coordinator and the leaders for Speech Language Pathology and Social Work in the annual development of goals and objectives for the Rehabilitation program at the site to incorporate the mission, vision, values, philosophy, policies and standards of the Island Health.

2. Utilizes facilitation and analytical skills and knowledge of client-centred care to develop and enhance care delivery by the whole team.

3. Participates in the selection, orientation and evaluation of Occupational Therapists and other designated staff. Responsible for completing probationary reviews and bi-annual performance reviews for all Occupational Therapists and designated staff. Provides constructive feedback through formal and informal opportunities. Provides ongoing coaching and mentoring to facilitate performance improvement and the achievement of individual objectives. Reports significant performance issues to the Manager.

4. Directs the staffing and distribution of Occupational Therapy staff and other designated staff work schedules to ensure the most efficient use of staffing resources. Responsible for the submission of payroll data for designated staff.

5. Investigates and problem-solves employee issues in accordance with the provisions of the Collective Agreements and Island Health policies and procedures, referring contentious and disciplinary issues to the Manager. Models conflict resolution skills. Works with the manager to manage individual performance involving corrective action or discipline.

6. Promotes good public relations and good interdepartmental relations through effective communication with clients/patients, caregivers/families, other health care providers, community agencies, and hospital and medical staff. This may occur through meetings and in written form. This includes connecting with key users from other programs on a quarterly basis and addressing concerns/complaints as they arise.

7. Provides education and shares clinical expertise through various methods, such as orientation and arranging in-services for staff and other health care professionals. Serves as a professional role model.

8. Performs Occupational Therapy assessments and treatment assignments in support of the clinical team, requiring a balanced approach to both clinical care and administrative roles.

9. Demonstrates personal initiative in maintaining professional knowledge and skills by participating in relevant educational activities as required.

10. Cooperates and collaborates with the Occupational Health and Safety Committee, by performing regular workplace inspections, investigation of injuries and participating in fire prevention and disaster plans as necessary.

11. Ensures a safe environment for patients and staff by observing universal precautions and infection control procedures, removing obvious hazards, reporting faulty equipment, adhering to and enforcing rules regarding safety. Follows up on Patient Safety Learning Systems reports as required.

12. Is responsible for the assigned departmental budget, including monitoring and reporting expenditures, and investigating and justifying variances. Provides budget input for Occupational Therapy by reviewing period reports for both operational and material needs each fiscal period and provides input to the manager regarding variances.

13. Provides leadership in Continuous Quality Improvement by promoting evidence-based best practice, monitoring clinical indicators, conducting audits and making recommendations for change opportunities to the Manager. Facilitates change. Responsible for maintaining department specific processes and guidelines and providing input into relevant regional policies and procedures.

14. Assists in the performance of clinical research projects as required.

15. Ensures adequate statistical information is recorded to meet regulatory, Island Health, hospital and service needs. Provides reports to the Manager as required.

16. Represents Rehabilitation Services and participates in various care teams and committees both within and outside the hospital setting, to facilitate inter-professional care. Responsible for maintaining links with other therapy leadership positions across Island Health for sharing information and opportunities.

17. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- Current licensure in a practicing category with the College of Health and Care Professionals of BC as an Occupational Therapist; and
- Graduate of a recognized Occupational Therapy program; and
- Knowledge of current Occupational Therapy modalities and scope of practice; and
- Knowledge of the processes related to continuous quality improvement; knowledge of business management practices related to operations of hospital services; and five (5) years' recent related experience, including two (2) years in a supervisory/management capacity; or an equivalent combination of training and experience.

Valid BC Driver's License.

Skills And Abilities

- Strong interpersonal skills and ability to provide professional and administrative leadership.
- Demonstrated clinical competence congruent with service area.

- Ability to plan, organize, prioritize, delegate, coordinate and evaluate services and staff.
- Ability to establish and maintain effective working relationships with patients, staff, other health care providers, community agencies and the public.
- Demonstrated problem-solving and conflict resolution skills.
- Ability to work as a member of the interdisciplinary health care team.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and foster good public relations.
- Ability to operate related equipment, including computerized systems.