Niagara Falls Community Health Centre

Job title: Occupational Therapist	
Work Location: Niagara Falls Community Health Centre	
Division/Department: Clinical Division/Chronic Disease Prevention and Management Team	
Reports to: Director of Operations	
☐ Full-time	**☐ Part-time**

Purpose

Reporting to the Director of Operations, and under the guidance of the Clinical Director, the Occupational Therapist works in collaboration with the organization's clinical and allied health staff providing a range of physical, mental, and cognitive rehabilitation services to the NFCHC's priority populations. The incumbent will provide education and follow up in a 1:1 and group setting while ensuring the goals and needs of the clients are prioritized and individualized. The incumbent works with marginalized often complex care populations requiring a high degree of support and motivation to enable life changes.

Accountabilities and Responsibilities

Duties and responsibilities include, but are not limited to:

- Appropriate treatment is delivered by assessing and treating people using recognized occupational therapy techniques, conducting functional evaluations, educating clients, and managing their care, according to the College of Occupational Therapists of Ontario.
- Provides ongoing consultation, coordination, liaison and referral to other agencies and health care professionals within the circle of care.
- Maintains complete and accurate client records, assessment notes and required correspondence.
- Ensures a continuum of care is maintained by seeing clients on-site, in the community, and supporting home visits to develop care goals with client (and in consultation with family members/guardians if appropriate) with regard to the management and assessment of the client while achieving their functional goals.
- Develops professional competencies through appropriate continuing education methods (i.e. peer interaction, literature review, conferences, courses, educational leave, professional association membership, etc.).
- Responsible for education and support for clients who difficulties breathing or at risk for any respiratory related illnesses.
- Lead advocacy efforts to ensure client's needs are met.
- Participates in chart reviews and case conferences and makes appropriate internal and external referrals.
- Contributes to identifying needs within the community and participating in the development of new programs which address those needs.
- Administrative duties including scheduling of clients, processing referrals, and fielding telephone inquiries.

- Responsible to maintain high quality standards and timely documentation in the Electronic Medical Records (EMR).
- Participate in quality improvement activities as identified by the NFCHC.
- Develops partnerships and alliances to optimize health care service provision and address needs of community.
- Participates in assessing and prioritizing referrals to the program, ensuring clients meet criteria to receive treatment.
- Provides input for development of team and NFCHC programming and services.
- Develop and maintain strong ties to other professionals and community members.
- Works in a manner that demonstrates commitment to NFCHC mission, vision, and values; contributes to the CHC's strategic goals and objectives and values the equality and diversity of the client community and NFCHC staff.
- Participating in professional development opportunities as identified in the performance management process.
- Adhering to the expectations of NFCHC policies and procedures and operating procedures.
- Working in a safe manner as per relevant health and safety legislation and NFCHC policies.
- Other reasonable duties as assigned.

Education and/or Work Experience Requirements

- Masters of Science in Occupational Therapy from a recognized university or equivalent
- Registration in good standing with the College of Occupational Therapists of Ontario (COTO)
- Thorough knowledge of and proficiency in current Occupation Therapy techniques and practices inclusive of physical, mental, and cognitive health.
- Several years' experience in occupational therapy in a health care setting with preferred experience in the community and/or primary care is preferred
- Assisted Devices Program (ADP) Authorizer is considered an asset
- Strong understanding and knowledge of the Social Determinants of Health
- Flexibility to work during both regular and extended hours of operation in locations identified by the Centre
- Demonstrated ability to work effectively in an interdisciplinary team environment
- Experience with administering standardized assessments for areas such as stroke, cognition, pain, and/or sleep
- Knowledge of community-based health care would be an asset
- Experience with program development, implementation, monitoring and evaluation
- Superior interpersonal skills with clients in a diverse practice population, and with colleagues as well as superior verbal and written communication, decision-making, problem-solving, conflict management, organizational, and time management skills
- Excellent group facilitation skills
- Proficiency in the use of the computer hardware and software, including Microsoft Office and Electronic Medical Record (EMR)
- Exhibit an ability to be open and non-judgmental.
- Commitment to continued professional development.
- Ability to build and maintain strong internal and external partnerships.

Key Performance Indicators

1. **Client Reach –** Serve 400 **unique clients** through 1:1 appointments and/or group programs annually.
2. **Client Encounters** – Achieve 1200 **total client encounters** per year, averaging 3 visits per unique client.
3. **Program Delivery** - Facilitate **2 core programs** throughout the year:
    - Chronic Pain Program
    - Falls Prevention
4. **Client Feedback** - Obtain feedback from **at least 80% of all clients served**.

5. **COPD Program Participation** - Co-facilitate the Niagara-wide COPD program once per week.
6. **Leadership Engagement** - Conduct **quarterly check-ins with senior leadership** in:
    - January
    - April (PM)
    - July
    - November (PM)

Physical Requirements

- Visiting clients in various community and home settings
- Some expectation of dissatisfied clients
- Periods of sitting and working at computer
- Physical exertion in demonstration of treatment and exercise activities to clients