



Aamjiwnaang First Nation Chippewas of Sarnia

EMPLOYMENT OPPORTUNITY

Position Title: Therapist Assistant

Location: Sarnia, ON

Duration: Contract to March 2025

Posting Closes/Deadline: April 2nd, 2024

Tentative Interview Date(s): April 4th-5th, 8th-9th

Scope of the Position

Responsible to the Children / Youth Services Supervisor, and under the clinical supervision of an Occupational Therapist and/or a Physiotherapist, the Therapy Assistant provides occupational therapy and physiotherapy services, as detailed in the clinical responsibilities below.

Responsibilities

Assist the Occupational Therapist and/or Physiotherapist in the delivery of Occupational Therapy and Physiotherapy services as appropriate. This includes:

- Preparation of materials
- Clerical duties
- Performance of checks and maintenance of equipment
- Participation in assessment
- Implementation of treatment plans
- Development and delivery of parent training programs
- Participation in in-service training and outreach activities
- Documentation of client progress during and following treatment and upon transition/discharge
- All documentation in the client chart e.g., reports, letters, internal referrals to be co-signed by OT/PT
- Reporting of unanticipated changes in client performance to supervising OT/PT
- Participation in clinics, family conferences, parent/teacher meetings (as assigned and approved by OT/PT)
- Provision of information about community agencies, services, and resources
- Delivery of services according to terms of outside contract, as assigned

GENERAL RESPONSIBILITIES:

1. Participate in all aspects of the interdisciplinary program, e.g., staff meetings, school meetings, and clients circle of care meetings
2. Maintain records and statistics as required by the Aamjiwnaang First Nation (AFN), program(s), OT/PT services and any outside contract(s).
3. Provide the front desk, Children / Youth Services Supervisor and supervising OT/PT with changes in treatment schedule.
4. Advise supervising OT/PT about issues concerning safety and maintenance of clinical equipment/materials.
5. Report concerns regarding clinical equipment safety and maintenance to Children / Youth Services Supervisor.

ORGANIZATIONAL DUTIES AND EXPECTATIONS:

In addition to specific key job responsibilities identified in your position description, the incumbent is also responsible to contribute to and support the overall culture and working environment of the Centre by:

- Providing a welcoming and supportive environment for clients;
- Acting with professionalism and courtesy toward clients, the general public and other staff members at all times;
- Preserving, maintaining and respecting privacy and confidentiality of client and staff information
- Promoting and maintaining the reputation of the AFN and minimizing risk of harm and/or liability to the AFN;
- Ensuring a healthy and safe workplace;
- Complying with AFN's policies and procedures;
- Working in a manner that incorporates the promotion of a healthy lifestyle;
- Incorporating and strengthening an interdisciplinary approach to the AFN's work;
- Working cooperatively with other staff members both individually and in teams;
- Respecting and valuing the diversity of individuals bearing in mind the potential for differences in literacy level, language and functional abilities;
- Contributing to the AFN's activities to collect, analyze and report on data, and participate in research;
- Maintaining competence, and where applicable, a professional license to practice;
- Supporting AFN's student and volunteer placement programs, as approved;
- Promoting awareness of and participation in AFN activities;
- Contributing to AFN's work through active participation in meetings and committees;
- Demonstrating a commitment to ongoing training and development, by bringing forward own training needs and take responsibility for seeking out relevant training opportunities and participating in workshops and seminars as required and approved;
- Sharing skills and knowledge learned at training and professional development sessions with colleagues

Minimum Requirements

- Occupational Therapy/Physiotherapy Assistant certificate
- Ability to provide service efficiently and effectively
- Willingness to work as part of a team
- Excellent organizational, communication and interpersonal skills
- Superior problem-solving abilities
- Must be available to work flexible hours.
- Must have a valid Ontario driver's license and maintain adequate liability insurance or must have ongoing access to a vehicle and driver for AFNs business.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985,c. H-6, s16 (1-3)).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
 978 Tashmoo Avenue
 Sarnia, ON N7T 7H5
 Attention: Ashley Fisher, Human Resources Officer

Or

humanresource@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca