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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	REHABILITATION ASSISTANT
<b>DEPARTMENT:</b>	ALLIED HEALTH SERVICES OR PRIMARY CARE, MY HEALTH TEAM
<b>CLASSIFICATION:</b>	REHABILITATION ASSISTANT
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL DIRECTOR, ALLIED HEALTH OR CLINICAL TEAM MANAGER, PRIMARY CARE AND MY HEALTH TEAM STEERING COMMITTEE
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

### For Allied Health Program

The Rehabilitation Assistant is a member of the Health Care Team and administratively reports to the Regional Director, Allied Health and programmatically receives clinical/ rehabilitation direction from the Physiotherapist, Occupational Therapist, Speech Language Pathologist or Audiologist.

### For Primary Care, My Health Team

The Rehabilitation Assistant is a member of the Health Care Team and administratively reports to the Clinical Team Manager and My Health Term steering Committee and programmatically receives clinical/ rehabilitation direction from the Physiotherapist.

The Rehabilitation Assistant is aware of the rehabilitation needs of all clients and will carry out and reinforce programs designed and designated for rehabilitation clients by rehabilitation therapists, in cooperation and conjunction with nursing services and/ partner organizations. The Rehabilitation Assistant performs assigned duties related to the rehabilitative care of clients such as mobility, strengthening exercises, walking programs, basic equipment maintenance, fabrication of assistive devices/ adaptive equipment and activities of daily living as directed by the therapist. The position of Rehabilitation Aide functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Performs direct and indirect patient care activities as assigned by the therapist or in therapist absence, by physician order.
- Reviews the therapist's treatment plan and monitors and documents responses to treatment interventions on the patient's inter-disciplinary progress notes as necessary.
- Seeks clarification prior to implementation of any delegated tasks as assigned by a therapist where further explanation is required.
- Performs assigned patient tasks including activities to promote/ maximize function, mobility, movement, communication and independence in activities of daily living using appropriate techniques.
- Supports the philosophy that patients be allowed to develop their maximum potential in areas of function and social interaction.
- Demonstrates to patients the use of prescribed treatments/ adaptive devices required to perform the activities of daily living.
- Reports/ communicates observations of patient's behavior and progress, concerns and/ or changes to the patient condition to the therapist/ CRN/ charge nurse as necessary.
- Orders equipment from suppliers as per therapists' specifications and fabrications of assistive devices/ adaptive equipment.
- Demonstrates and promotes to staff and/ or partner organizations the safe use of mechanical lifts, transfer and repositioning aides and other client equipment including prosthetic and orthotic devices.
- Clerical duties, including but not limited to, documentation of statistical information for department records, pulling and filing charts, scheduling client appointments, maintains an inventory of facility equipment, devices, and materials and patients personal mobility aids and any loaned equipment.
- Calibrates program equipment as instructed and works with the therapists to maintain equipment in good working order.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Effectively communicates and builds professional interpersonal relationships with clients, families and all members of the care team.
- Attends multi-disciplinary conferences and assists in development, implementation and evaluation of client care plans as deemed necessary/ upon request.
- Keeps current in knowledge and practical skills related to the position, accessing training opportunities both within the facility and the community.
- Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- Works within the scope of the position description and seeks supervision appropriately.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS****EDUCATION/CERTIFICATION:**

- Certification in an approved Rehabilitation Assistant Certificate program required.
- Certification as a Health Care Aide with relevant training and experience and commitment to complete the Rehabilitation Assistant Certificate program within two years may be considered.
- Current BLS certification required for acute care positions

**REQUIRED KNOWLEDGE:**

- Knowledge of Indigenous historical experience and culture safety an asset
- Knowledge of the techniques and procedures of patient/resident care related to activities of daily living
- Knowledge of safe patient handling techniques
- Knowledge of Violence Prevention Program training and processes
- Knowledge and understanding of the Resident Bill of Rights (PCH program)
- Mandatory education sessions as set out by the program

**EXPERIENCE REQUIRED:**

- Demonstrated competence in Microsoft Office required

**SKILLS/COMPETENCIES:**

- Demonstrated ability to work both independently and as a team member required.
  - Demonstrated effective verbal and written communication skills required.
  - Ability to work with minimal supervision.
  - Ability to organize and prioritize tasks in order of importance.
  - Mental and physical ability to meet the demands of the job required.
  - Valid driver's license required.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: \_\_\_\_\_  
Date

Revised: July 2020  
\_\_\_\_\_ Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*