



POSITION DESCRIPTION

POSITION TITLE:	REGIONAL COMMUNITY SENIORS HEALTHY AGING COORDINATOR
DEPARTMENT:	HOME CARE
CLASSIFICATION:	OCCUPATIONAL THERAPY
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	HOME CARE CLINICAL TEAM MANAGER, SENIORS SUPPORT PROGRAMS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Clinical Team Manager, Seniors Support Programs, the Regional Community Seniors Healthy Aging Coordinator participates in on-going healthy aging assessment; development, implementation, coordination, maintenance and evaluation of healthy aging promotions and programs; and seniors' injury prevention strategies in partnership with individuals, groups and organizations within the Interlake-Eastern RHA region. The incumbent will focus on prevention, use a community development and population health promotion models and informed health promotion practice guidelines. The incumbent demonstrates professional responsibility and accountability. The position functions in a manner consistent with and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Develops and/or enhances inter-sectorial and community partnerships to implement seniors injury prevention and seniors healthy aging promotion.

- Assists in the identification and coordination of strategies and policies to enhance seniors injury prevention and healthy aging promotion knowledge, skills and resources.
- Maintains effective linkages and works closely with community and consumer groups to increase the visibility of injury prevention and healthy aging promotion programs.
- Works in partnership and in collaboration with the Wellness team, as appropriate.
- Uses a variety of methods to communicate seniors injury prevention and healthy aging information to staff, community and partners. Assists in the reporting of community initiatives.
- Promotes knowledge translation of best practices for all learners.
- Conducts needs assessments and identifies education needs of community seniors relating to healthy aging, including independent and daily living skills and injury prevention.
- Develops & delivers education programs for seniors living independently; works with other Interlake-Eastern RHA and/or community partners to ensure the ongoing continuation of education in communities.
- In collaboration with direct supervisor identifies training/education needs of staff pertaining to seniors healthy aging, including but not limited to independent and daily living skills and injury prevention. Working with the Home Care regional education team, helps to inform education priorities as they pertain to community seniors healthy aging; implements training programs and participatory methods of learning for participants.
- Analyzes data trends and patterns in relation to healthy aging and injuries across the care continuum. Utilizes surveillance and other community assessment data to shape and develop relevant programming.
- Working with the Home Care regional education team, participates in implementation of training related to injury prevention and healthy aging to Interlake-Eastern RHA employees.
- Provides educational supports, including the organization and implementation of training related to injury prevention and healthy aging, to community stakeholders.
- Evaluates the impact of training and education programs
- Assists in the development of community based initiatives such as fall prevention and healthy aging information libraries.
- Mobilizes community support for physical fitness/ activity programs.
- Promotes awareness of safety and accident prevention strategies.
- Empowers individuals and groups in the adoption of injury prevention and healthy aging behaviors and the development of healthy aging environments
- Performs duties in accordance with the standards of Practice and Code of Ethics of Occupational Therapists or related profession.
- Assumes accountability for his/her own practice within a legal and ethical framework.
- Identifies and addresses own learning needs through continuing education, clinical research, and/or other academic pursuits at a facility, regional, or provincial level as available.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate or Clinical Masters Degree in Occupational Therapy (OT), Kinesiology or related degree required.
- Current registration and a member in good standing with the College of Occupational Therapists of Manitoba (COTM) or related applicable college required.
- Eligible to practice and maintain licensure in Manitoba.
- Membership with the Canadian Association of Occupational Therapy or related association preferred.

REQUIRED KNOWLEDGE:

- Knowledge of computer systems and current and related software applications.

EXPERIENCE REQUIRED:

- Minimum of three (3) years recent Occupational Therapy / Kinesiology experience in a community or health care setting, with at least one (1) year in the area of assessment, instruction and/or application of related principles preferred.
- Minimum of two (2) years experience in the development, delivery and evaluation of workshops and programs, educational training with knowledge of the principles of Adult Learning.
- Minimum two (2) years experience working with the seniors population.

SKILLS/COMPETENCIES:

- Knowledge and demonstrated experience in group facilitation and adult education; program development; and promotion, marketing and evaluation of health promotion programs required.
- Demonstrated knowledge of community resources.
- Strongly demonstrated ability to engage, build and maintain positive, collaborative working relationships with stakeholders and work as a multi-disciplinary team player in a variety of environments.
- Demonstrates effective problem-solving skills in non-standardized care environments.
- Demonstrates and maintains clinical expertise in areas relating to seniors injury prevention and healthy aging in the community.
- Demonstrates ability to critically analyze research and evidence-based / evidence-informed practice to develop procedures, protocols and guidelines related to seniors injury prevention and healthy aging.
- Excellent facilitation skills, program planning, organizational and prioritization skills,
- Strong interpersonal, problem solving, verbal, and written communication skills.
- Strongly demonstrated ability to work independently in a self-directed manner, displaying initiative and creativity. A willingness to work in a flexible work environment where schedule may include some evenings and weekends.
- Mental and physical health to meet the demands of the job required.
- Valid driver's license and access to a vehicle
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record

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.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. 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. Patient safety is a standing item for all individual and departmental meetings.

Created: November, 2015
Date

Revised: _____
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.