

Intercare Corporate Group Inc.		DOCUMENT NUMBER 05-05-14
Human Resources Manual	SECTION: Employee Relations	
	SUBJECT: Therapy Assistant 1	

POSITION: Therapy Assistant.

DEPARTMENT: Care Services: Therapeutic Services Department.

RESPONSIBLE TO: Therapeutic Services Program Supervisors [Physiotherapist, Occupational Therapist, Recreation Therapist, Social Worker]

UNION CLASSIFICATION: Therapy Assistant.

POSITION SUMMARY:

The Therapy Assistant assists in the provision of treatment programs designed to meet the physical, intellectual, emotional, psychosocial, and spiritual needs of facility customers. Adheres to policies and procedures and work routines. Ensures a safe and sanitary work environment. Works in partnership to improve the performance of individuals, teams and the organization in providing improved customer service for residents, guests and staff.

QUALIFICATIONS:

1. Candidates must have a minimum of two years therapy assistant or related field experience in a continuing care setting.
2. Preference will be given to applicants with work experience related to cognitively impaired persons.
4. Ability to read, write and comprehend the English language.
5. Mentally and physically able to perform duties as outlined.
6. Demonstrates concern and interest in providing a safe and attractive environment for facility customers, i.e., residents, guests and staff.
7. Demonstrates effective communication, problem solving and organizational skills.
8. Ability to function as an effective team member with other staff, residents, families, and the public.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists in scheduling, preparing and implementing planned therapeutic programs which support Intercare's philosophy of meeting the holistic needs of the customers, as directed.
2. Maintains appropriate records of planned programs and attendance.
3. Documents care, programs and interactions as required on the resident's health care record.
4. Participates in the orientation of new staff, as required.
5. Participates in evaluating services provided by the Therapeutic Services Department.
6. Performs all duties in a safe and efficient manner and maintains work area in a clean, orderly and safe condition.
7. Reports unsafe, hazardous working conditions and any equipment malfunctions to their supervisor/designate (**Cross-reference: Corporate Policy H-0393 Hazard Analysis & Control [page 5]**).
8. Demonstrates respect to all customers, by working with them in a calm, courteous manner.
9. Performs all duties in accordance with the written policies and procedures of the corporation, the facility and the Therapeutic Services Department.
10. Accepts responsibility for the performance results of his/her work teams and works in partnership with individuals and groups of employees (teams) to improve services for our customers.
 - * questioning what, why and how we do things;
 - * identify ("*flagging*") problems and suggesting potential workable solutions;
 - * partnering with others to identify permanent solutions to problems;
 - * implementing solutions (changes) decided upon and doing everything he/she can within their particular job, to make the changes a success;
 - * choosing a "*positive*" attitude, i.e., making a conscious decision to work towards correcting problems and viewing this as a chance to learn and grow;
 - * being open minded to the ideas of others;
 - * being patient;
 - * being flexible;
 - * being in a constant state of readiness to help "*fix things*";
 - * coaching individuals to foster their performance success;
 - * keeping communication open and positive;
 - * giving and receiving meaningful feedback to help individuals and the team succeed;
 - * keeping a good sense of humor.
11. Participates in project teams, committees and meetings, as required. Responsible for reading minutes and memorandums provided to their team.
12. Knowledgeable of facility procedures for WHMIS, fire and environmental safety.

TYPICAL DUTIES AND RESPONSIBILITIES (cont'd.)

13. Accepts responsibility for his/her performance; actively seeks and participates in learning opportunities to achieve or exceed performance requirements (behaviors).
14. Performs other duties as required.

DATE: May 3, 2007

APPROVED:

DATE REVISED:

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