



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

OCCUPATIONAL THERAPIST
ADMINISTRATION, HEALTH SERVICES
(Contract – 2 Positions)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council on an **on-going basis until position is filled**, for two (2) contract Occupational Therapist, Administration, Health Services. The Six Nations Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca.

JOB SUMMARY: Under the direction and supervision of the Child and Youth Health Team Manager, the occupational therapist will provide expertise in the occupational performance and overall quality of life of individuals by conducting clinical assessment and providing appropriate recommendations, consultations and direct or indirect interventions and utilize evidence based on practice and client centered practices principles to identify physical, psychosocial, cognitive, emotional, environmental and occupational barriers within the policies and procedures established by Six Nations Elected Council.

SALARY: To be determined

BASIC QUALIFICATIONS:

- Master's Degree in Occupational Therapy or equivalent;
- Minimum three (3) years clinical Occupational Therapy experience preferred;
- Must be registered with the College of Occupational Therapists of Ontario;
- High level of computer skills in Microsoft Office, MS Word and Excel;
- Experience working with children;
- Valid Class 'G' license and reliable transportation.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and registration with the College of Occupational Therapists of Ontario.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Occupational Therapist – Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and registration with the College of Occupational Therapists of Ontario.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Occupational Therapist

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child & Youth Health Team Manager, Health Services, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

The Occupational Therapist will provide expertise in the occupational performance and overall quality of life of individuals by conducting clinical assessments and providing appropriate recommendations, consultations and direct or indirect interventions.

The Occupational Therapist will utilize evidence based practice and client centered practice principles to identify physical, psychosocial, cognitive, emotional, environmental and occupational barriers for clients' ages 0-18 years who reside in the Six Nations Community. The Occupational Therapist will enable children and families to develop the means and opportunities to identify, engage in and improve their function in the occupations of life.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Intake and assessment of client need:
 - Prioritizes and screens referrals to evaluate appropriateness for service based on the occupational therapist scope of practice and eligibility criteria.
 - Conducts assessment to determine occupational performance issues and needs in the environment that best suits the needs of the client.
 - Conducts assessments utilizing culturally appropriate standardized and non-standardized assessment tools during the assessment process
 - Maintains client records in accordance with the College of Occupational Therapists of Ontario
 - Prioritizes occupational performance issues based on client centered practice principles and clinical reasoning
 - Synthesize, analyze and use clinical reasoning to develop the Occupational Therapy plan of care.
 - Manages clinical waiting list
 - Refers to other community services as appropriate

- Develops recommendations based on the occupational performance issues identified and prioritized in the assessment process.
- Utilizes culturally appropriate evidenced informed practice principles within the intervention plan.
- Evaluates and measures the outcomes of the interventions and recommendations.
- Supervises the Support Personnel in accordance with the College of Occupational Therapists of Ontario.
- Adheres to principles of safety re: body secretion precautions and procedures, correct disposal of bio-medical wastes, management of incidents/accidents/disasters as per protocols in terms of precaution, action, reporting and follow-up.

2. **Communications Functions:**

- Employs excellent communication skills when interacting with clients, families and other staff.
- Provides appropriate advocacy for clients and families when necessary.
- Attends case conferences and clinical rounds when necessary and provides input from the occupational therapy perspective.
- Attends staff meetings for Six Nations Child & Youth Health Services.
- Develops a working relationship with supervisors, case managers and related staff.
- Works effectively as a team member and communicates with the Child & Youth Health Team Manager and Clinical Lead
- Communicates effectively with the Occupational Therapist/Physiotherapist Assistant to monitor assigned tasks and responsibilities.

3. **Administrative Functions:**

- Maintains client files following the appropriate protocol for the area of service and guidelines provided by policies and procedures of Six Nations Health Services that relate to using the Electronic Medical Record.
- Maintains documentation according to College of Occupational Therapists of Ontario standards.
- Completes administrative tasks as required by the Child & Youth Health Team Manager

4. **Other Functions:**

- Performs other job related duties as may reasonably be required by the Child & Youth Health Team Manager
- Provides supervision of students and volunteers
 - Follows established College of Occupational Therapy of Ontario guidelines for the use of supportive personnel
 - Provides direct on-site supervision of the student/volunteer as stipulated in the supervision guidelines
 - Obtain appropriate consent before allowing a student/volunteer to participate in treatment for an individual

- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours and out of office sessions.
- Work requires the ability to work independently and with competence in diverse areas; physical activity; mental stress; requires working inside and outside; in community homes; requires extensive interactions with the public of all ages, which at times may be hostile or irate; requires interruptions, deadlines, and unscheduled hours.
- Work requires the ability to prioritize tasks with in the occupational therapy service, work independently clinically with minimal functional supervision, and cope with many demands and time constraints.

WORKING RELATIONSHIPS:

With the Child & Youth Health Team Manager

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Child & Youth Health Clinical Lead

Receives guidance; discusses plans and priorities or interacts to ensure tasks are done efficiently and effectively.

With the Occupational Therapist/Physiotherapist Assistant

Provides clinical supervision, assigns tasks and monitors the functioning to ensure that the worker follows up as expected.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Graduate of a Master's Degree in Occupational Therapy or equivalent
- Three years clinical Occupational Therapy experience preferred
- Must be registered with the College of Occupational Therapists of Ontario
- Experience working with children
- Valid Class "G" license and reliable transportation
- High level of computer skills – Microsoft Office, MS Word & Excel.

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
- Supervisory experience with Occupational Therapist Assistants
- Relate effectively with clients of all ages and their families/caregivers
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.
- Strong interpersonal, verbal and written communication skills. Experience with Electronic Medical Records.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Member of the Canadian Association of Occupational Therapists

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)?	Do you have a valid First Aid/CPR Certificate?		Have you had WHMIS Training?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p>					
<p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____

2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date