

Blood Tribe Dept of Health Inc.**Job Description**

TITLE: Occupational Therapy Assistant

DEPARTMENT: Kainai Home Care

REPORTING TO: Occupational Therapist

SUMMARY OF WORK:

Under the supervision of the Occupational Therapist and as a member of the multidisciplinary team, provide support and assistance to the Occupational Therapists.

GENERAL DUTIES & RESPONSIBILITIES:

- Liaison with Home Care staff and Occupational Therapy staff regarding client's needs for medical equipment.
- Keep records of all equipment as to what is available for loan
- Keep records of all equipment that has been loaned/rented out as to client name, address, and phone number, location of home and duration equipment needed
- Be responsible for encouraging clients to return the loaned equipment and pick up from home when deemed necessary.
- Deliver and where applicable install equipment in client's homes as deemed necessary by Occupational Therapy.
- Carbolize and assess for repair all returned equipment.
- Repair equipment on site or send to an authorized dealer for repair as directed by Occupational Therapy.
- Be able to determine what replacement parts are needed and send for them from appropriate suppliers.
- Maintain equipment storage sites.
- Work closely with the Occupational Therapists.
- Maintains confidentiality of all client information
- Participates in staff meetings and appropriate in-services.

TECHNICAL/CLINICAL DUTIES & RESPONSIBILITIES:

- Organize OT schedule for patient visits, including reminder calls.
- Carry out treatments under the supervision of the OT
- Reinforce both short and long term goals related to the multidisciplinary plan for each client.
- Records accurate and adequate information on the client record following the charting, forms and policies of Blood Tribe Dept of Health Inc. and other legal requirements.

- Documents care provided and any observations of clients change in status, maintaining client records according to policy and guidelines.
- Keeps personal stats and assist with OT stats.
- Performs other duties as required and where appropriate.

PROFESSIONAL AND PERSONAL QUALITIES:

- Must be self-motivated
- Compassionate and caring attitude
- Able to accept direction and feedback
- Knowledge of the Blackfoot language and culture
- Ability to function effectively in a dynamic, stressful environment.
- Able to work in a collaborative role within the program.
- Able to deal with multiple service demands.

SALARY RANGE: