



## **CHILD DEVELOPMENT CENTRE SOCIETY OF FORT ST. JOHN AND DISTRICT**

### **JOB DESCRIPTION**

**JOB TITLE:** Occupational Therapist – Sole Charge

**JOB SUMMARY:** Under the direction of the Executive Director, the Occupational Therapist is responsible to assess, develop and implement individual and group intervention programs to ensure optimum client care for assigned caseload. The Occupational Therapist works within the guidelines established in the Child Development Centre Policy and Procedure manual and adheres to and abides by the regulations stipulated by the College of Health and Care Professionals of British Columbia. The Occupational Therapist may be responsible for the supervision of up to 2 other non-paramedical staff (i.e.: Rehabilitation Assistant)

**CLASSIFICATION/PAY LEVEL:** Health Sciences  
Professionals Bargaining Association  
Schedule J – P1

**SUPERVISOR:** Executive Director

#### **SKILLS AND ABILITIES:**

1. Demonstrated leadership and decision making abilities
2. Self-directed, motivated and able to work independently
3. Effective oral and written communication in English
4. Strong interpersonal skills with children, families, staff and others
5. Demonstrated planning and organizational skills
6. Ability to collaborate with members of the multi-disciplinary team
7. Ability to assess clients level of functioning and develop appropriate services to meet the needs and goals of the client and their family
8. Knowledge of the principles of early intervention and family-centered care
9. Sensitivity and a non-judgmental attitude toward children and families
10. Physical ability to perform the duties of the position

**QUALIFICATIONS:**

- Must have graduated from a recognized training program at the Masters or equivalent level.
- Experience and training in pediatrics, minimum of 2 years, is preferred.
- Must be registered with the College of Health and Care Professionals of British Columbia.
- Valid driver's License

**FUNCTIONS:**

1. Responsible for the provision of assessment, consultation and/or intervention services in the field of Occupational Therapy for clients referred for the service
2. Prioritizes caseload and manages waitlist
3. Documentation of all activities by means of written assessments, reports, statistical data, and monthly, annual reports
4. Contribute as part of the Centre team to develop and deliver comprehensive service plans as required
5. Participate and facilitate in regular Centre meetings and outreach meetings/clinics as necessary
6. Participate in in-service education and advanced training as available
7. Travel as necessary to provide assessment, consultation and/or intervention in the designated catchment area of the Centre
8. Responsible for budget management and long-term planning, in consultation with the Executive Director and Financial Director
9. Responsible for the supervision of students assigned to the department.
10. Responsible for the supervision of non-paramedical Occupational Therapy staff, as required
11. Responsible for ordering and maintaining up-to-date program resources
12. Responsible to conduct annual program evaluations and to make recommendations for program improvement
13. Maintain current inventory of supplies for the Occupational Therapy Department
14. Other duties as assigned