

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (HEALTHY FAMILIES DIVISION – CHILD & ADOLESCENT SERVICES – LOCATION - 100 MAIN ST. E.)

#### OCCUPATIONAL THERAPIST - CUPE 5167

#### SUMMARY OF DUTIES

Under the supervision of the Manager, Child & Adolescent Services, plans, implements and evaluates client-centered occupational therapy and mental health services for child and adolescents consistent with the mission and values of the City of Hamilton.

#### GENERAL DUTIES

Manages caseload in the areas of assignment by acknowledging, consulting regarding need for occupational therapy involvement and seeking out referrals to ensure comprehensive client care.

Works collaboratively with children, youth and families on goals related to meaningful activity, activities of daily living and/or activities designed to improve mental health and well-being.

Assesses and diagnoses physical, emotional, social and cognitive capacity and performance; occupational demands, environmental factors and interventions to enable participation in activities of everyday life to promote and optimize mental health and well being of clients consistent with the scope of practice of occupational therapy.

Screens referrals by gathering preliminary information from the referral itself, the client record and the team of care providers and using the gathered information to determine if the client requires Occupational Therapy services. Determines the client's level of priority based on the priority process.

Completes an appropriate depth of occupational therapy assessment and treatment as required by COTO Assessment Standards by reviewing the client acuity, client goals, care requirements based on best practice protocols or care paths and discharge date. Compiles subjective and objective data from informal and formal sources data regarding the client's desired or expected occupational performance (selfcare, productivity and leisure), the client's performance components (cognitive, affective, perceptual, spiritual, social and physical) and environments (cultural, social, institutional and physical) affecting performance.

Analyzes client data to determine the client's strengths and weaknesses and occupational performance issues and develops the occupational therapy client-centered plan of care that is congruent with client and family goals, best practice protocols or care paths and the practice setting.

Re-evaluates, monitors and adjusts the client-centred plan of care based on the up to date analysis of the data and attainment of client goals.

Contributes to the process of discharge planning which could include communicating assessment results. Provides recommendations re: level of care needs, restrictions, safety, the interventions provided, the co-ordination of services, the completion of referral and the communication process with involved care providers.

Communicates with all relevant care providers within the circle of care to ensure integration of care plans and enhance quality co-ordinated client care. Collaborates, negotiates, manages role overlap and support of interprofessional team to ensure comprehensive client care.

Advocates for the client with appropriate consent with community agencies, funding agencies, school boards, colleges and universities and workplaces to facilitate meeting client's goals.

Documents all elements of the clinical process in the electronic client record adhering to COTO, facility and discipline standards.

Assigns the completion of therapeutic intervention to Occupational Therapist Assistants/Students where available following the COTO Standards for Assigning of Service Components to Non-Registrants and clearing documenting the scope of the work assigned.

Performs other duties as assigned which are directly related to the responsibilities of this job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS**

1. Master's Degree in Occupational Therapy from a recognized university.
2. Registration with the College of Occupational Therapists of Ontario. Membership with the Canadian Association of Occupational Therapists or the Ontario Society of Occupational Therapists.
3. Demonstrated experience conducting occupational therapy assessment and diagnoses with children, youth and families including the provision of cognitive behavioural therapy and/or other recognized treatment interventions.
4. Demonstrated ability in interviewing skills, flexibility in adapting to change, interpersonal relationships and case management. Excellent decision making and assessment skills.
5. Must be able to work collaboratively in a multi-disciplinary team, serving all levels of the community.
6. Effective communication skills and demonstrated ability to relate to peers, individuals, families and groups.
7. Working knowledge of computer software applications in a Windows environment (Microsoft Word, Excel and Outlook).
8. Must have a valid Class "G" Driver's Licence.
9. Must be available to work early morning and late afternoon appointments.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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