



The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Director of Occupational Therapy

Classification: Occupational Therapist

Status: Full Time

Salary Range: \$38.94 to \$48.57 Hourly

Pay Grade: Grade V

Employee Group: H.S.A.

Available Date: April 1, 2016

An opportunity exists in a leadership role as the Director of Occupational Therapy (OT) within the Therapy Services at the BC Centre for Ability. The Director of OT is responsible for clinical services and operational management of the OT department, including clinical outcomes and resource utilization. Working in collaboration with the Directors of Physiotherapy, Speech-Language Pathology, and Social Work, the Director of OT will deliver a suite of Early Intervention Therapy services and School-Aged Therapy. The Director of OT also works as a team player with the Operational Leadership Team and in collaboration with key internal and external stakeholders to achieve excellence in Family-Centred care, within a cohesive multi-service environment. Duties include supervision of OTs, coordinating staff activities, collaborating with the Executive Director on workforce planning, providing leadership, formal and informal consultations, participating in quality improvement and risk management, and providing assessment, clinical intervention and case management services as assigned by the Executive Director. Coordinates and delivers in-services and presentations on best practices in Occupational Therapy and promotes and participates in clinical research.

Responsibilities

1. Collaborates with the Executive Director to identify OT workforce needs and to recruit new team members by identifying coverage requirements, gaps in clinical skill set, and changes needed to staff composition; interviewing applicants, assessing clinical skills, and providing input in hiring decision to maintain approved team complement.
2. Provides leadership, supervision and coordination of team activities, including staff, volunteers, and student fieldwork, for designated area by performing duties such as scheduling and coordinating work assignments, establishing priorities, providing guidance/clinical advice, facilitating workplace solutions, conducting performance evaluations, delivering or coordinating related orientation and training requirements to ensure effective service delivery.
3. Provides and promotes leadership and maintains knowledge in best practice in occupational therapy practice in clinic and community-based rehabilitation settings by methods such as facilitating continuous learning, reviewing literature in specialty areas, consulting with clinical experts, evaluating clinical practice, and providing input in the development of practice guidelines.
4. Coordinates and participates in continuous quality improvement and risk management activities relating to Occupational Therapy services by methods such as selecting and utilizing outcomes measures, evaluating Family-Centred practice and recommending new policies or revision to existing policies, procedures and protocols to ensure efficiency and effectiveness in the delivery of OT services.
5. Reviews OT and overall Early Intervention Therapy service levels by methods such as gathering information, recording information in the required format, monitoring information systems, analyzing trends, accounting for variances, summarizing information; recommending an action plan to the Executive Director for review. Participates in the strategic planning process by methods such as attending meetings and recommending changes to clinical processes, policies and procedures and ensuring professional activities are consistent with organizational priorities and funding mandate.
6. Collaborates with the Executive Director and Director of Finance and Building Management to develop and administer the OT department budget. Facilitates and enhances inter-agency collaboration and communication by methods such as attending meetings, participating in inter-agency committees aimed at improving service coordination and service effectiveness



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Responsibilities (continued)

7. Provides Occupational Therapy assessment and intervention as assigned, in accordance with current evidence-based models and established standards of professional practice and individual Family-Centred plan by reviewing records, identifying client and family priorities/needs/strengths/expectations, and planning, implementing, evaluating, and documenting clinical services to achieve optimal targeted intervention outcomes.
8. Provides Occupational Therapy assessment and intervention as assigned, in accordance with current evidence-based models and established standards of professional practice and individual Family-Centred plan by reviewing records, identifying client and family priorities/needs/strengths/expectations, and planning, implementing, evaluating, and documenting clinical services to achieve optimal targeted intervention outcomes.
9. Maintains client records by means such as recording key observations, treatment activities, and individualized service plan in accordance with the documentation standards of the professional regulatory body, BC Centre for Ability, and guidelines provided by the funding Ministry and CARF.
10. Attends Operations Leadership Team meetings and Centre inservices. Coordinates and attends regional meetings and departmental meetings.
11. Promotes and supports research initiatives in the OT Department by methods such as promoting team awareness and participating in research activities, reviewing relevant literature and resources, identifying issues and practices which can benefit from research activities and promoting the use of research findings in clinical practice.
12. Adheres to the mission, vision, and values of the BC Centre for Ability and represents the Centre positively and professionally in the community.
13. Performs other related duties as required.

Qualifications

- Recognized degree in Rehabilitation Medicine (O.T.) or Occupational Therapy (Masters preferred)
- C.A.O.T. membership
- Minimum 5 years' experience delivering paediatric therapy with progressive leadership experience
- NDT and S.I. training an asset
- Excellent communication skills to function within an interdisciplinary multi-service environment including ability to communicate with health professionals
- Computer literacy with word processing and spreadsheet programs and ability to utilize an electronic client record system
- Familiarity with Commission on Accreditation of Rehabilitation Facilities (CARF) and strategies for continuous quality improvement

Knowledge, Skills & Abilities

- Comprehensive knowledge of Occupational Therapy interventions and rehabilitation processes for children, and youth with disabilities
- Broad knowledge of evidence-based clinical practice to promote positive growth for children and youth with disabilities, and their families.
- Extensive experience in working with interdisciplinary teams and rehabilitation personnel
- Experience in research activities and projects
- Experience in program development, program evaluation, and program accreditation
- Ability to communicate effectively both written and orally
- Leadership and supervision abilities
- Ability to plan, organize, manage a departmental budget, and make administrative and other decisions
- Ability to work effectively with others both within and outside of the agency
- Ability to function effectively both independently and as part of a team
- Computer literacy with word processing, financial spreadsheet, and database skills



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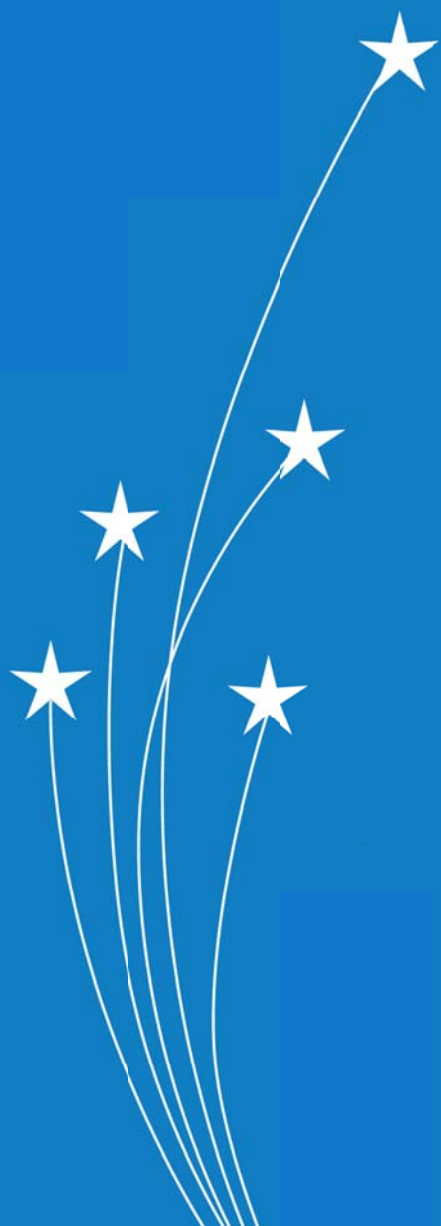
Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Valid driver's license and access to reliable transportation

Application Information

To apply, send your résumé with a cover letter by fax, mail, or email as follows:

Angela Kwok
Executive Director
BC Centre for Ability
2805 Kingsway
Vancouver BC V5R 5H9
Fax: (604) 451-5651
E-Mail: Angie.Kwok@bc-cfa.org



*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*

Nurture • Grow • Thrive