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## JOB VACANCY # 17-PT-00

**DATE:** October 31, 2017  
**JOB TITLE:** Physiotherapist – Department Leader  
**DEPARTMENT:** Physiotherapy  
**REPORTS TO:** NCDACS Program Director  
**EMPLOYMENT STATUS:** Part-time (0.8 FTE, 30 hours/week) Permanent

### SUMMARY OF JOB DESCRIPTION:

This position is responsible for the coordination and management of the Physiotherapy Department, providing clinical supervision to staff therapists, students and assistants, and all aspects of caseload management by utilizing clinically accepted procedures to assess, plan and carry out physiotherapy programs either directly or through training caregivers and community to reach each client's maximum potential. This position reports to the Program Director.

Please refer to the NCDACS Physiotherapist Department Leader job description for further information

### JOB QUALIFICATIONS:

- Graduate from a university program in physiotherapy recognized by the Canadian Physiotherapy Association (CPA) with eligibility for membership in that organization
- Eligible for registration in Canadian Physiotherapy Association.
- Registration with the College of Physiotherapists of B.C.
- 5 years' Pediatric experience or training preferred
- 2 years in a physiotherapy supervision capacity
- Familiarity and/or experience in working with a family centered, collaborative service model.

**SALARY RANGE:** HSPBA collective agreement Grade 3, grid 10  
HSPBA Wages to be implemented April 1, 2018

**STARTING DATE:** January 15, 2018  
**CLOSING DATE:** November 17, 2017  
**SUBMIT APPLICATIONS TO:** Cheryl Booth  
Email : [Cheryl@nanaimocdc.com](mailto:Cheryl@nanaimocdc.com)



<b>Job Title:</b>	<b>Department Leader- Physiotherapist</b>	<b>Program:</b>	Physiotherapy
<b>Classification:</b>		<b>Grid:</b>	
		<b>Supervisor</b>	Program Director

## Position Summary

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## Target Population

Children aged birth to 19 years

## Typical Duties and Responsibilities

### *Program*

- Screen, assess and evaluate the Physical Therapy needs of families and children, in accordance with the established practices of the profession of Physical Therapists, aged 0 to 19 years.
- Using a family centered model, collaborates with the family to provide direct and indirect services for a designated zone caseload, consisting of: observation, screening; assessment; goal setting; therapy; monitoring co-ordination and consultation. Promotes health and maximum functional independence to children through hands on therapy.
- Provide home programs when required. Evaluates treatment progress regularly.
- Provide information, education and include family members in all aspects of service delivery. Consult with family and caregivers to where service will be provided. Research additional resources available and have knowledge of agencies and programs in the community to make referrals to when appropriated.
- Develop Child Family Service plans as required.
- Create reports based on information obtained during sessions to share with families and Centre staff involved with the child as required.
- Participate as a collaborative member of an interdisciplinary zone team and participates in regular meetings for the purposes of interdisciplinary coordination and planning of services.
- Participates in departmental and agency meetings as required.
- Conduct therapy groups, training and information sessions, and workshops to educate parents and community when deemed appropriate..
- Advises family, caregivers on choosing and ordering appropriate equipment. Utilizes loan cupboard where appropriate.
- Maintain up to date statistical recording and recording of services provided, including direct and indirect intervention; goals; progress notes; evaluation and discharge.
- Participate in providing education opportunities for families, the community and CDC staff as required.

# JOB DESCRIPTION

- Familiarity with applicable NCDC and Department policies and procedures.
- Ensure adherence to Health & Safety regulations and policies.
- Provide information and/or collaboration in ordering of supplies and equipment.
- Assist in maintenance of equipment.

## *Supervision*

- Ensure a high standard of client care is maintained and facilitates positive communication and morale. Liaise with department and zone leads to ensure positive programming and communication.
- Be aware of changing program needs, be well informed of professional standards, procedures, licensing requirements and ethics and ensure the physiotherapy department adheres to these policies.
- Supervises staff by performing duties such as assigning caseloads.
- Supervision of the Physiotherapists including, recruitment and selection of staff by performing duties such as completing request for new staffing form, reviewing applications, collaboration in the development of interview questions and participate on interview panels.
- Performance evaluations of staff, including goal setting, monitoring performance and corrective measures.
- Orientation of new staff and volunteers to the NCDC and department policies and procedures.
- Determines training requirements of staff.
- Delegate and coordinate department activities and duties, including work assignments.
- Supervision of student placements.
- Preparation of annual department service and outcome report.
- Prepare service statistical reports utilizing Electronic Client Database for the program and quality assurance activities.
- Adhere to the departmental budget as set out by the Executive Director.
- Ensure quality assurance is maintained by monitoring service delivery, client record keeping, client chart audits and statistical recording.
- Guide the program development and the department evaluation of program policies, processes and standards.
- Make recommendations for new equipment purchases and approve supply requisitions.
- Review and sign off staff time sheets, leave and education requests and mileage forms.
- Ensure adherence to Health & Safety regulations , policies and regulations.
- Facilitate and maintain communication within and between departments.
- Participate in program planning with the Program Director.
- Maintain CARF standards.

This job description is not intended to be all – inclusive. Employees may be required to perform other related duties, within classification, to meet the ongoing needs of the organization.

## *Education, Training and Experience*

# **JOB DESCRIPTION**

- Graduate from a university program in physiotherapy recognized by the Canadian physiotherapy Association ( CPA) with eligibility for membership in that organization.
- Eligible for registration in Canadian Physiotherapy Association.
- Registration with the College of Physiotherapists of B.C.
- 5 years Pediatric experience or training preferred
- 2 years in a supervision capacity.
- Familiarity and/or experience in working with a family centered, collaborative service model.
- Knowledge of group processes and facilitation techniques an asset.
- Ability to communicate effectively, both verbally and in writing.
- Ability to plan, organize and prioritize
- Valid First Aid Certificate / CPR as required.
- Valid driver's license and available vehicle/transportation with adequate insurance.
- Criminal record check clearance.
- Physically capable of performing all aspects of the position.
- Computer literacy