

January 2011

JOB DESCRIPTION

Position:	Rehabilitation Facilitator
Reports to:	Supervisor – Program Services
Accountable to:	Executive Director

SUMMARY: Under the supervision and in collaboration with the Service Supervisor, the Rehabilitation Facilitator provides intake, assessment, rehabilitation and support to clients. The Rehabilitation Facilitator may develop individual protocols, intervention strategies and documentation guidelines. They may co-ordinate or provide direct homemaking, personal care or attendant care. The Rehabilitation Facilitator will guide and mentor team members in relation to established rehabilitation and support plans.

Services may be provided in a community setting or assisted living environment, for up to 24 hours per day/7 days per week

Rehabilitation Facilitators will reference service specific operations manuals and seek out direction from the designated Supervisor for further guidance with respect to roles and responsibilities.

ROLES & RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Information/Referral/Intake

- Intake client into the program
- Primary contact for client, family and external parties in consultation with the supervisor
- Complete needs assessment in consultation with client/family and supervisor
- Conduct recommended assessments
- Other tasks/duties/responsibilities as assigned

Client Services

- Build therapeutic rapport with clients
- In collaboration with the supervisor, determine & re-evaluate rehabilitation and/or

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- support service priorities on a continual basis
- Participate in developing & implementing rehabilitation and support plans
- Develop individual protocols & intervention strategies & documentation guidelines
- Ensure training, guiding, mentoring of team members in relation to the established rehabilitation & support plans in collaboration with the supervisor
- May coordinate or provide direct personal or attendant care and homemaking
- Implement established compensatory strategies which may include behaviour management programs
- Continually evaluate and modify rehabilitation/support plans
- Advocate on behalf of client
- May participate in the operation of peer or treatment groups in relation to plans of service
- Travel day and/or overnight may be required
- Other tasks/duties/responsibilities as assigned

Communication

Written

- Review all documentation that relates to observations in the rehabilitation/support plan
- Complete specific reports/documentation as per program operations manual
- As directed by the Supervisor, external service provider, or funding source, complete documentation accordingly, conduct focused assessments, determine priorities, develop/implement intervention strategies, seek out resources and revise and evaluate on an ongoing basis.
- Revise and update the plan of service as per reporting period
- Document observations in CSM, Log Book, or other related forms
- Communicate using email
- Other tasks/duties/responsibilities as assigned

Verbal

- Communicate with sensitivity and respect
- Demonstrate effective therapeutic rapport
- Demonstrate effective conflict resolution management

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Community Engagement

- Build relationships with community partners and resources to meet service needs.
- Attend meetings; such as case conferences, medical appoints, etc.
- Other tasks/duties/responsibilities as assigned

Operations

- Participate in training & development
- Participate in regular supervision meetings with Supervisor
- Attend required meetings internal/external
- Complete required organizational forms; timesheets, expense sheets, etc.
- Communicate effectively with appropriate sensitivity
- Follow and adhere to all BISNO policies & procedures

Health & Safety

Employees are responsible and accountable for:

- Compliance with BISNO policies and procedures for risk identification, risk assessment and risk control, Workplace Violence, Slips & Falls Prevention
- Compliance with the Occupational Health & Safety Act
- Active participation in activities associated with workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Participate in mandatory training requirements; WHIMIS, Emergency Preparedness, Risk Management, PMAB, Self Protection, Routine Practices
- Adhere to safe practices regarding personal/attendant care requirements
- Use of appropriate personal protective equipment

QUALIFICATIONS: Diploma/Degree in Human Services field or equivalent. Must have 3 years experience in a related position including personal/attendant care. Must have experience in acquired brain injury rehabilitation, mental health, developmental disabilities and rehabilitation/independence training. Valid 1st Aid/CPR, Non-Violent Crisis Intervention (NVCI) or Prevention & Management of Aggressive Behaviour (PMAB), Criminal Reference Check.

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Valid Class G Driver's licence, clean driving record (Driver's Abstract), appropriate insurance and use of reliable vehicle required. This is a mandatory requirement of this classification for full & part time positions.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

This classification falls within the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW-CANADA), Local 229.

Employee:

Manager:

Signature:

Signature:

Date:

Date: