

EMPLOYMENT OPPORTUNITY PROGRAM ASSISTANT

The Program Assistant works closely with the Support Services team to provide support to adults with acquired brain injury to help clients improve their quality of life, by assisting in basic living skills. This is a full-time position at 37.5 hrs. weekly.

Key Responsibilities include, but are not limited to:

One on One Support	<ul style="list-style-type: none"> Assist with referral intake and scheduling appointments Educate, or assist in, educating clients and families in home programs on topics such as basic living skills, the care and use of adaptive equipment, and other compensatory tools Develop intervention plans and activities for individual and/or groups under the guidance of the Occupational Therapist Implement treatment plans under the guidance of the OT for individual clients. This may include energy management education, memory and attention training, and ADL/IADL practice. Prepare materials and co-facilitate life skill classes in collaboration with the Support Services team. Observe and document client performance and behaviour during treatment sessions, and update OT regularly Gather data and information using non standardized and/or standardized tools, and present the data to Occupational Therapist for interpretation Have a general knowledge of current technology such as tables, and smart phones Provide public education presentations in the community
Program Support	<ul style="list-style-type: none"> Assist team to ensure program goals are met. This may include but is not limited to: disseminating knowledge regarding brain injury, maintaining working relationships with community partners and educating the community Working with Brain Care Centre staff to develop best practices as it relates to brain injury
Group Work	<ul style="list-style-type: none"> In conjunction with the team, co-develop and co-facilitate Life Skill classes and workshops Ensure attendance and record keeping is accurate and in concert with funding requirements Complete progress notes for all workshop participants in a timely manner
Other Job Expectations	<ul style="list-style-type: none"> Be familiar with and adhere to proper administrative procedures and Brain Care Centre's Policies and Procedures. Be punctual and reliable Work as part of a team or independently Demonstrate initiative and maintain confidentiality Be flexible and able to adapt to the learning environment
Qualifications	<ul style="list-style-type: none"> Minimum of Diploma in Health or Human Services, Educational Assistant or equivalent; experience with individuals with brain injury or disabilities Must provide current police record check Must have valid driver's license and own transportation with \$2 million 3rd party liability insurance



Position Detail Permanent, full-time, 37.5hrs/week, cost-shared benefits/RRSP, paid staff parking

Resume and cover letter can be faxed or e-mailed to:

Support Services Team Lead, Jean Roy jean@braincarecentre.com, Fax: 780-474-4415

or more information on Brain Care Centre visit our website: www.braincarecentre.com

Application deadline midnight January 3rd, 2018 or until the right candidate is chosen.