

## **Occupational Therapist – Full Time (1 Positions)**

### **Authority**

The Occupational Therapist reports to the Assistant Director of Special Education.

### **Purpose**

The Occupational Therapist acts as a member of a multi-disciplinary team of professionals and is responsible for providing specialized services to First Nations schools.

### **Specific Responsibilities**

#### **Collaboration**

- Assist school resource personnel in identifying students with functional challenges in gross and fine motor development and sensory processing issues;
- Follow MFNERC referral procedures;
- Ensure that the students referred have been discussed with the resource teacher;
- Discuss Individualized Education Plans (IEP) of those students on the occupational therapy caseload, either in person, web conferencing or teleconferencing;
- Function as a member of a multi-disciplinary team that includes a speech language pathologist, physiotherapist, psychologist, reading clinician, special education facilitator, classroom teacher, resource teacher, school administration, and parents;
- Work as a liaison with school personnel, parents/caregivers, local childcare agency, health center/nursing station, and representatives from other professional support organizations/agencies who may be involved in specific cases;
- Assist in the transitioning of students to ongoing services when necessary.

#### **Assessment**

- Conduct assessments for the purposes of identifying concerns with functional abilities;
- Use both formal and informal assessment procedures;
- Ensure that all testing and diagnostic assessment instruments and tools have been reviewed, adapted where possible, and are culturally appropriate for use among First Nations children;
- Ensure that testing conditions for assessments are consistent with the child's most natural learning environment e.g. conducted in the child's community.

#### **Intervention / Prevention / Education**

- Provide clinical and educational information at an appropriate level to school personnel, namely resource teacher(s), classroom teachers, administration, and parents/caregiver;

- Provide supervision and/or training to Education Assistants when necessary;
- Determine individualized intervention goals and establish strategies, and techniques to facilitate development of targeted skills that would assist them in developing a greater awareness of fine motor, functional, and sensory concerns;
- Ensure that a community education development philosophy is part of the approach to be utilized in the planning, development, delivery, and evaluation of all initiatives;
- Participate in special assignments, initiatives, and projects as assigned/required including but not limited to, Special Education program workshops, Circle of Knowledge conference, Lighting the Fire conference, Clinical Regionals, and resource teacher meetings.

### **Reporting / Record Keeping**

- Ensure that proper case records, assessment reports, statistical records, and all other pertinent data to each case is maintained and remains confidential, using electronic clinical database for all documentation, and paper records, when needed;
- Prepare reports for Team Lead, and Assistant Director of Special Education including monthly activity reports, monthly proposed itineraries, annual reports, SRTS reports following each community visit, workshop or conference, and annual individual work plan for the next school year, upon request;
- Maintain an inventory of all equipment, and materials, when they are lent out, and to whom;
- Submit any changes in scheduling immediately to the Assistant Director of Special Education (cc: assigned administrative assistant).

### **Work Habits / Environment / Related Issues / Personal**

- Manage an independent work environment;
- Maintain strict confidentiality in both verbal, and written communications including case management documents;
- Attend meetings such as staff meetings, Special Education program meetings, and any related meetings as required;
- Attend meetings with clinical team to discuss issues, and concerns;
- Participate in annual performance reviews with Assistant Director of Special Education;
- Perform any additional duties requested;
- Abide by Guidelines of certification body Code of Ethics at all times.

### **Research**

- Maintains a current knowledge of occupational therapy practices, and related areas of special education.

## Qualifications

### Education & Experience

- Master's Degree in Medical Rehabilitation or its equivalent from a recognized program in Occupational Therapy;
- A licensed or provisional member of College of Occupational Therapists of Manitoba;
- Eligibility to acquire a permanent School Clinician's Certificate;
- Excellent interpersonal, and cross cultural skills to work in a First Nations environment;
- Ability to speak a First Nations Languages would be an asset;
- Excellent oral, and written communication skills in technical, and plain language writing;
- Familiarity with the Manitoba curriculum frameworks, and strategies for implementation, including the four current inclusive special education models;
- Strong time management, and organizational skills, and the ability to work under pressure;
- Ability to handle, and prioritize multiple tasks and meet all deadlines;
- Computer literate/proficient;
- Ability to work independently, and as part of a team of professionals;
- Ability to relate to and communicate with children, parents/caregivers, and other professionals;
- Appreciation and respect for First Nations education reform strategies;
- Possess a valid Class 5 Drivers License;
- Flexible to travel to First Nations schools throughout Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. Tuesday, September 12, 2019 to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**