

CLASSIFICATION GRID: 7

BENCHMARK TITLE: THERAPY AIDE

BENCHMARK NUMBER: 81901

JOB FAMILY: CLIENT SERVICES

**SCOPE AND LEVEL DEFINITION**

Assists therapists such as Physiotherapists and Occupational Therapists by performing duties such as fabricating materials, setting up equipment, and assisting clients with exercises.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Assists therapists such as Physiotherapists and Occupational Therapists by fabricating materials such as splints, casts and adaptive devices by methods such as cutting out materials, sewing, gluing, and assembling. Removes casts using a cast saw.
2. Schedules and confirms clients for programs/services, and establishes and maintains waiting lists.
3. Performs routine procedures such as conducting pedographs using shoe trace carbon paper.
4. Performs lifts and transfers, and porters and ambulates clients.
5. Assists therapists during exercises as required, including assisting clients with exercises, and accompanying clients during exercise and gait programs.
6. Sets up furnishing and equipment, such as audiovisual equipment, for treatment sessions. May operate equipment such as video cameras, during treatment sessions.
7. Monitors the functioning of equipment such as audiovisual equipment, and performs minor repairs and adjustments such as cleaning cameras and VCR heads. Sends equipment for repair as required.
8. Maintains an inventory of equipment, tools, and materials. Orders supplies in accordance with approval process.
9. Performs administrative support duties such as receiving and relaying phone messages, providing direction to clients and visitors, inputting data into computer programs, preparing program information and materials such as pamphlets, packaging items for shipping, receiving and recording payments and issuing receipts.
10. Performs cleaning duties such as cleaning equipment and therapy rooms.
11. Completes and maintains related records and documentation such as statistics and supply price lists.
12. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Certificate in First Aid
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to observe and recognize changes in clients