



Provincial Job Description

TITLE:
**(078) Acquired Brain Injury
Coordinator**

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the Acquired Brain Injury program, assisting clients and their families to successfully reintegrate clients into the community through support networks.

QUALIFICATIONS:

- ◆ Bachelor degree in a Health-related discipline

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid drivers license

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous discipline-related experience in a community-based rehabilitation service.

KEY ACTIVITIES:

A. Client Service

- ◆ **Participates in client case consultations/conferences.**
- ◆ **Maintains up-to-date client files.**
- ◆ **Coordinates appropriate services for client.**
- ◆ **Assists client in developing, modifying, achieving client goals.**
- ◆ **Provides counseling.**
- ◆ **Travels to client's residence to provide service.**
- ◆ **Liaises with community agencies to enhance client's rehabilitation potential.**
- ◆ **Advocates for client in different arenas.**
- ◆ **Completes assessments.**
- ◆ **Acts as professional liaison for client (e.g., with physicians, nurses, specialists).**
- ◆ **Participates in client reviews with Outreach Team.**
- ◆ **Provides on going follow-up.**
- ◆ **Works with client in context of family and social environment.**

B. Education / Prevention

- ◆ **Provides public education on safety, prevention, and the Acquired Brain Injury program (e.g., bike rodeo, helmet patrol, mall displays, trade shows, car seat clinic, school presentations).**
- ◆ **Facilitates workshops (e.g., "Living with Stroke").**
- ◆ **Provides in-services to community groups, schools, health care professionals.**
- ◆ **Participates in promotion through radio, TV, newspaper.**

C. Family Support

- ◆ **Facilitates support group.**
- ◆ **Provides support and education for families.**
- ◆ **Provides counseling.**
- ◆ **Advocates for services.**
- ◆ **Assists in establishing a care plan for family use.**
- ◆ **Provides on going follow-up.**

D. Program Administration

- ◆ Assists in developing and maintaining program budget.
- ◆ Participates in coordinator/team meetings including client file reviews.
- ◆ Submits proposals.
- ◆ Maintains client files.
- ◆ Maintains mandatory statistical documents.
- ◆ Participates in fundraising.
- ◆ Submits required budget reports to provincial Acquired Brain Injury program.

E. Community Involvement

- ◆ Participates in community agency meetings.
- ◆ Partners with health professionals, agencies and services within the communities served to develop responsive support services for individual and program needs.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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