



Provincial Job Description

TITLE:
(123) Computer Therapy Coordinator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops, implements, and maintains therapeutic programming for physically and/or cognitively challenged clients by using computers for communication, vocation, education and recreation.

QUALIFICATIONS:

- ◆ **Bachelor degree with a major in Computer Science**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Program management skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Research and organizational skills.**
- ◆ **Analytical and problem solving skills**
- ◆ **Ability to teach physically and cognitively challenged clients**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working with physically and/or cognitively challenged clients.**

KEY ACTIVITIES:

A. Resident Computer Program Operation

- ◆ **Conducts one-on-one tutorials.**
- ◆ **Evaluates client abilities, sets goals, monitors progress, provides feedback to clients and the multi-discipline team.**
- ◆ **Attends client conferences, providing information as to client status in the resident computer program.**
- ◆ **Develops new programs and modifies existing programs to meet client needs while adapting to changing technologies.**
- ◆ **Coordinates/facilitates/conducts group activities (e.g., prepares agendas, takes minutes).**
- ◆ **Prepares reports.**
- ◆ **Oversees volunteers (e.g., training, monitoring progress, providing feedback).**
- ◆ **Develops long range plans to establish a means of continuance of the resident computer program.**
- ◆ **Seeks funding and/or equipment donations from various agencies, levels of government, and corporations.**

B. Maintain Computer Equipment

- ◆ **Provides technical troubleshooting; arranges for repair or replacement.**

C. Related Key Work Activities

- ◆ **Researches and purchases hardware and software following established guidelines.**
- ◆ **Researches and purchases adaptive aids to facilitate individuals with physical challenges.**
- ◆ **Purchases computer related and other office supplies.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

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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