

## **EASTER SEALS DUPAGE & FOX VALLEY**

- POSITION:** Rehabilitation Aide
- REPORTS TO:** Director, Occupational Therapy
- STATUS:** Non-exempt
- PURPOSE:** Supports therapy care delivery by preparing treatment area and equipment and materials.

### **MISSION STATEMENT:**

*To enable infants, children and adults with disabilities to achieve maximum independence, and to provide support for the families who love and care for them.*

### **ESSENTIAL FUNCTIONS:**

1. Prepares therapy areas for clients by following prescribed procedures and protocols for disinfecting, sterilizing, and maintaining equipment.
  - a. Launders towels, sheets, and other cloth materials.
  - b. Collects and sanitizes small toys and feeding equipment, returns to appropriate treatment area.
  - c. Disinfects therapy balls, bolsters, equipment, and mats.
  - d. Prepares bleach solution and refills spray bottles per Health Department protocols.
2. Maintains safe and clean environment of care.
  - a. Returns equipment to storage location.
3. Replaces batteries in equipment as needed.
4. Recharges iPads and other electronic devices as needed.
5. Maintains adequate supply of forms in each treatment location.
6. Ensures operation of therapy equipment by completing preventive maintenance requirements; following manufacturer's instruction; troubleshooting malfunctions; notifying Maintenance of need for repairs.
7. Maintains therapy supplies and forms inventory by checking stock to determine inventory level; anticipating needed supplies; shopping at approved locations or placing and expediting orders for supplies; verifying receipt of supplies.
8. Provides services consistent with established Easter Seals DFVR Mission, Values, and Philosophy.
9. Maintains client confidentiality and respects the rights and dignity of all individuals.
10. Complies with Easter Seals DuPage & Fox Valley (ESDFV) Code of Ethics and all prevailing Federal, State and local laws and regulations, ESDFV policies and procedures, and CARF standards.

## **QUALIFICATIONS**

1. High School Diploma or equivalent preferred.
2. Volunteer and/or work experience with persons with disabilities preferred.
3. Rehabilitation Aide must exhibit the following interpersonal qualities:
  - A. Emotional maturity when working with staff and clients.
  - B. Respect for children and adults.
  - C. Understanding, patience, and compassion.
  - D. Good personal hygiene.
  - E. Physical and mental health that do not interfere with the job description.
  - F. Sensitivity to clients' socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and capabilities.

## **REQUIREMENTS:**

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 50 lbs. on an as-needed basis, climb ladders and work overhead
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Weekly contact with pool water and disinfectant chemicals;
3. Exposure to variable noise levels;
4. Occasional contact with noxious smells;
5. Frequent exposure to communicable illnesses