



JOB DESCRIPTION

POSITION: Occupational Therapist
REPORTS TO: Program Manager, Therapy Services
SUPERVISES: Certified Occupational Therapy Assistant(s), and Internship/clinical affiliation student(s) and/or volunteers within the practice area as assigned

PURPOSE: Provide occupational therapy services in accordance with the vision and values of the agency to enable students or clients to function to their highest possible level, including the development of self-regulation skills, executive skills, fine motor skills, and sensory motor skills that children need for meaningful school, family, and community living.

ESSENTIAL FUNCTIONS:

Therapy

- Assessment of student needs by conducting the occupational therapy evaluation process
- Plan and carry out occupational therapy through the Individualized Education Plan (IEP) process or therapy plan
- Maintain records according to agency standards: IEP, treatment notes, progress reports and evaluation reports
- Communicate and/or consult with families, teaching team, community medical team, social service agencies and insurers regarding service provision/client needs
- Maintain a safe and healthy clinic/therapy environment
- Other duties as assigned by supervisor

Participation

- Participate, engage, and/or lead trainings and/or coaching experiences and/or professional development opportunities supporting the application of principles, theories, and methods utilized at CHILD
- Participate in staff meetings, team meetings, and committees as assigned

EDUCATION/EXPERIENCE:

- 5 years' experience in the role of Pediatric OTR/L
- Minimum of 1 year OTR/L experience in a school setting, including writing IEP's
- High level of professional behavior and judgment specifically in areas of confidentiality, client safety, and communications with clients and coworkers
- Excellent organizational skills; able to consistently meet deadlines with written reporting (IEP's, Progress Reports, Evaluations, etc.)
- High level of adaptability and flexibility in response to changing needs of clients/students and the organization.
- Ability to establish and maintain positive, constructive relationships with students/clients
- Ability to communicate effectively with various team members
- Effective written communication skills
- Ability to complete documentation in word processing format: evaluation reporting, consultation reporting, daily documentation, etc.
- Ability to observe, report, and interpret human behavior accurately
- Ability to organize and carry out responsibilities efficiently
- Ability to perform physical evasive maneuvers when client behavior requires such actions
- Ability to accept and respond appropriately to coaching and mentoring
- Commitment to professional growth

CERTIFICATES AND LICENSES:

1. Master's Degree in occupational therapy
2. Current valid Washington State Occupational Therapy License (OT)
3. Current certification by National Board for *Certification of Occupational Therapy (NBCOT)*
4. ESA (Education Staff Associate) Certification through OSPI preferred

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people within, and external to the organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel and Microsoft Access.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; sit; use hands and talk or hear. The employee is occasionally required to jog; run; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state or local law.