

OCCUPATIONAL THERAPIST

Purpose Statement

The job of Occupational Therapist was established for the purpose/s of assessing students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development and student placement.

This job reports to Director Pupil Services

Essential Functions

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Evaluates students' fine and gross motor skills (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining eligibility and developing appropriate goals/objectives, and for recommending appropriate assistive devices.
- Collaborates with variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, developing IEP's resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing programs for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops interventions and/or educational materials for the purpose of (remediating) students' motor skill deficits and ensuring compliance with regulatory requirements.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate assistive technology.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets medical reports for the purpose of providing information and/or ensuring that (IEP's) are appropriate.
- Maintains records (e.g. progress reports, activity logs, billing information, IEP's, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in meetings, workshops, and seminars (e.g. training, IEP's, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Performs site visits at multiple work sites including home visits for the purpose of providing direct therapy interventions and assistance as required.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, IEP's, Medicaid billings, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct occupational therapy service in compliance with established goals and objectives.
- Researches resources and methods (e.g. intervention techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' goals and objectives.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to Special Education funding categories, current OT treatment interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operates equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed minimal temperature variations

Ability to lift up to 50 pounds on occasion required. Ability to lift up to 25 pounds regularly required.
Traveling teachers are required to provide their own transportation between locations.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency Non Specified

Required Testing

Pre-employment TB Test & Statement of Good Health as required by Illinois School Code

Continuing Education/Training

Non Specified

Certificates & Licenses

Valid Illinois Occupational Therapy License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

