

Occupational Therapist

Purpose Statement

The job of Occupational Therapist is done for the purpose/s of assessing students' functional physical /cognitive development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development and student placement; and providing direction to Certified Occupational Therapy Assistants as needed.

Other Functions

- Assesses students' fine and gross motor skills and functional abilities (e.g. visual spatial, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive devices and/or school placement.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops treatment plans, 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.
- Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, 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, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medicaid billings, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct occupational therapy service for the purpose of developing students skills in compliance with established goals and objectives.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Screens students for the purpose of determining the need for further individualized assessment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally 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 perform algebra and/or geometry; 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 operate 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 may require independent interpretation; 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 under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

FLSA Status

Approval Date

Salary Grade

Exempt