



support services to help you live your best life

JOB DESCRIPTION

Position Number: 20-00-54

Job Title: Occupational Therapist

Division: Education

Department: ECA

Reports To: Director of Education Services / RN Prepared by: Rebecca Rush

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

The Occupational Therapist (OT) is responsible for evaluating and providing occupational therapy services to individuals enrolled in the education department of this agency and in a variety of settings. Services are provided in accordance with the individual's Individualized Program and under a physician's prescription. The Occupational Therapist will receive general direction from, and directly reports to the Director of Education /RN.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides evaluation services and individual and group therapy services in accordance with current standards of professional practice
- Provides supervision to division Certified Occupational Therapy Assistants
- Designs and implements individual IEP's and IFSP's, including PLEPS, goals, objectives, and outcomes
- Provides on going assessment of individuals
- Consults team members, including family/guardian, to enhance the individual's program
- Develops, maintains and follows a current schedule of services
- Completes all required paperwork within the timeframes designated by ECA and regulations
- Participates in team meetings and case review meetings whenever possible
- Cares for diagnostic and therapeutic/educational materials and requests additional materials as needed
- Communicates with individuals' family/guardian
- May act as individual's Program Manager as per their Individualized Program
- Orders adaptive equipment when needed for home/school use including communicating with physicians and writing medical justifications

III. OTHER DUTIES AND RESPONSIBILITIES

- Attends meetings and trainings
- Provides related in-services when requested

- Utilizes positive, constructive, encouraging approaches at all times and follows agency behavior management policy
- Maintains the highest level of individual/employee confidentiality
- Remains knowledgeable in their field
- Revises schedule to accommodate families and special circumstances as approved by Director of Education / RN
- Coordinates affiliations with various colleges/universities and provides clinical instruction to college students when mutually agreed upon with Director of Education / RN
- Remains knowledgeable of agency policies and procedures as they relate to position
- Other duties as assigned by the Director Education / RN

IV. SUPERVISORY RESPONSIBILITIES

- Provides supervision to occupational therapy assistants required by section 7906(6) of the Education Law. This includes meeting with and observing the assistant on a regular basis to review the implementation and treatment plans and to foster professional development

V. KNOWLEDGE AND SKILLS

- Bachelor's degree in occupational therapy and licensed or eligible to be licensed in N.Y.S.
- Able to establish a positive rapport with the population served and be flexible and creative by tailoring their approach to the individual's needs; able to work under deadlines and must complete accurate, timely work; possess strong interpersonal and writing skills

VI. EXTENT OF PUBLIC CONTACT

- Greet and interact with families in a professional manner.
- Represent ECA at committee meetings as necessary
- Provide services in homes and community sites, displaying courtesy, tact and professionalism.

VII. FUNCTIONAL ABILITIES (with or without reasonable accommodation)

- Visual and auditory acuity sufficient to conduct accurate and thorough assessments using verbal and non-verbal cues
- Ability to lift and/or transfer children up to 50 pounds and transport materials to provide services in the community without assistance.
- Ability to bend or stoop in order to work with children at their level
- Flexibility to work when needed to meet staffing needs or training requirements
- Ability to travel to and work in a variety of community settings