

# Innovative Services NW Job Description

## Job Title: Occupational Therapist



**CLASSIFICATION:** 22

**HOURLY/SALARY RANGE:** Starting at \$30/hour DOE

**REPORTS TO:** LEAD OCCUPATIONAL THERAPIST

**EFFECTIVE DATE:** 10/6/2020

**SUMMARY:** Serve as an Occupational Therapist – Responsible for developing and delivering occupational therapy program to meet the developmental needs of children birth – 21 in early intervention and outpatient services.

### **ESSENTIAL FUNCTIONS:**

- Provide individualized occupational therapy services in outpatient setting and early intervention natural environments which include clinic, home, community, and childcare/classroom-based settings.
- Implement telehealth therapy services when appropriate.
- Conduct standardized testing and evaluation for children referred to the occupational therapist.
- Develop functional goals and treatment plans that align with parental priorities for Early Intervention services; and/or that align with parent and physician direction for outpatient therapy.
- Engage children in individualized, age-appropriate, positive-play interactions to provide therapy as outlined by Early Intervention IFSP, physician referral, and/or evaluation outcomes.
- Update short and long-term goals as appropriate.
- Develop materials for implementation of services.
- Provide treatment in specialty areas, where applicable.
- Facilitate parent, care-provider, teacher input and participation; instruct and train about their child's sensory and fine development and therapy program goals for effective carryover into the home and other settings.
- Establish and maintain regular, clear and mutually respectful contact with client families, physician, educator, or key partners regarding child's progress through re-evaluation reports, chart notes, email, and telephone calls.
- Actively coordinator/contribute to the development and implementation of a child's IFSP with the multi-disciplinary team.
- Consult with various internal programs on request.
- Complete and maintain timely, accurate and comprehensive written documentation to ensure accountability and thorough client results including evaluation and assessment summaries, EMR encounter reporting, and client/family contact, for insurance and program requirements.
- Develop letters of justification for equipment.
- Provide supervision for COTA's as required by organization and the State of Washington.
- Utilize the electronic medical record for documentation and client management.
- Utilize technology as an effective communication, planning and instructional tool.
- Attend and participate in organizational meetings and trainings as requested.
- Actively pursue continuing education/workshops and current trends in OT and early intervention techniques to maintain licensure and certification and advance PTS services.
- Adhere to safe work practices and procedures.

**SUPERVISORY RESPONSIBILITY:** Supervision of Certified Occupational Therapy Assistant or graduate students in their clinical rotations, as assigned.

### **REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE**

- Master's Degree in Occupational Therapy.
- Current Washington State Licensure in Occupational Therapy.
- Knowledge of early childhood teaching techniques and practices, behavioral techniques, normal and atypical child development.
- Experiences in early intervention, educational, or pediatric therapy setting birth – 21.
- Certification in specialized areas and/or equivalent continuing education; with experience in delivering specialty services to pediatric clients such as sensory integration, feeding therapy, or autism.
- Ability to work with limited English proficient students.
- Hold a current NPI # and is eligible for credentialing with all insurances.
- Proficient in Microsoft Office Skills.

**AN EQUAL OPPORTUNITY EMPLOYER**

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- Position requires the use of personal vehicle with:
  - Continuous automobile insurance that meets state minimum insurance requirements.
  - Vehicle in excellent running condition with all safety restraints in working order.
  - Valid driver's license in state of residency and acceptable driving record.
- Successful criminal history background-check clearance.
- Current First Aid and CPR, including infants and young children.

**AAP/EEO STATEMENT:** Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### **SIGNATURES:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_