

Innovative Services NW Job Description
Job Title: Occupational Therapist Supervisor



CLASSIFICATION: 22

HOURLY/SALARY RANGE: \$92,000- \$96,000/year

REPORTS TO: DIRECTOR OF PEDIATRIC THERAPY

EFFECTIVE DATE: 4/29/2022

SUMMARY:

Develop and implement occupational therapy program to meet the developmental needs of children birth - 21 in early intervention and outpatient services; supervise occupational therapy team.
\$2000 sign on bonus: \$1000 payable on the 1st paycheck and \$1000 payable at 60 days.

ESSENTIAL FUNCTIONS:

Pediatric Therapy

- Provide individualized occupational therapy services in the outpatient clinic, early intervention natural environments (home, childcare, community), and via video telehealth when appropriate
- Conduct standardized testing and evaluation for children referred to the occupational therapist.
- Use evidence and clinical reasoning to 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 the 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, physicians, educators, or key partners regarding the 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.
- 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.

Staff Supervision and Development

- Supervise and assure programmatic quality and compliance for direct reports including schedule, timecard and mileage reports, and other employee documents required by the department/agency
- Maximize the productivity of direct reports working with scheduler, supervisor, and program staff to increase and maintain efficiencies and scheduling
- Assist in the hiring, onboarding, training, and continual performance management of teaching team including students and interns.

AN EQUAL OPPORTUNITY EMPLOYER

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- Provide input to budget development, equipment requirements and needs, department goals
- Ensure team adheres to safe work practices and procedures
- Provide required direct supervision and indirect monitoring hours for assistants, interns, and students
- Attend and participate in organizational meetings and trainings as requested
- Actively pursue continuing education/workshops and current trends in specialty discipline to not only maintain licensure, but to shape the future of the Pediatric Therapy Program

COMPETENCIES:

- Strong Communicator
- Client- and Family-Centered
- Professionalism and demonstrated knowledge of ethical conduct
- Strong Problem Solving and Analysis
- Demonstrate knowledge of child development and best practices in occupational therapy
- Demonstrate principles and techniques for establishing an effective client-clinician relationship.
- Understand assessment tools and techniques specific to the pediatric population.

SUPERVISORY RESPONSIBILITY:

- Supervise OT Team including assistants, interns, and students.

WORK ENVIRONMENT:

- Indoor clinic setting with ambient room temperature; lighting; moderate noise typical of children's activities and communication; equipment traditional of an office or therapy clinic setting.
- Natural environment settings such as family homes, child care, or public spaces where therapy may be delivered, including occasional outdoor settings such as parks or back yards.
- Moderate exposure to body fluids while working in the home or clinic environment

PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Individuals will frequently be required to stand; walk; bend, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; drive vehicle to therapy appointments. During therapy sessions, the employee will frequently need to perform therapy on floor mats so will often be on their knees or in a floor-sitting position. The employee must occasionally lift and or move up to 40 pounds using proper lifting techniques.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- Exempt, Full Time

TRAVEL:

Frequent travel throughout Clark County

REQUIRED EDUCATION, CERTIFICATION(S), AND EXPERIENCE

- 1-3 years supervisory experience
- Master's Degree or higher or over 2 years pediatric experience
- Licensed occupational therapist in the state of Washington
- Practicum and/or experience with children with physical or developmental delays
- Proficient in Microsoft office skills

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- Familiarity with EMR (electronic medical records) preferred
- Education and/or experience in early childhood development
- Current first aid and CPR, including infants and young children, or ability to obtain
- Current driver's license with proof of current auto insurance in the state of residency
- Vehicle in excellent running condition with all safety restraints in working order
- Proficient in the English language
- Proficient verbal and written skills
- Must pass a criminal history background check
- Fully vaccinated for COVID-19

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.