

JOB DESCRIPTION

JOB TITLE: Occupational Therapist – Children’s Services
DEPARTMENT: Therapy Services
STATUS: Exempt
VERIFIED: October, 2009
REPORTS TO: Director of Therapy Services

JOB SUMMARY:

The primary role of the Occupational Therapist is to provide services to children in the Birth to Three and Pediatric programs. This role will be responsible for the evaluation of the child and the implementation of the treatment plan. The Occupational Therapist will also be responsible for appropriate communication (verbal & written) with service coordinators, intake/billing specialists, family members, insurance companies, physicians and Medicaid.

DUTIES AND RESPONSIBILITIES:

1. Complete thorough evaluation, including muscle tone, range of motion/mobility, orthopedic/splinting needs, movement analysis, perceptive/fine motor skills, sensory motor processing and functional activities of daily living.
2. Educate and demonstrate (verbally or written) therapy techniques to parents that can be incorporated into a home program; assist families in home program facilitation.
3. With parent input, develop individualized goals for each child incorporating functional abilities with the objective to increase daily living skills.
4. Develop and implement treatment program to meet the individual needs of the child. Treatment is provided in natural environments (home, daycare, etc.) for Birth to Three children and is center-based for Pediatric clients (age 3 and older).
5. Attend staff meetings, in-service training, and continuing education courses as appropriate or required.
6. Maintain communication with child's primary physician through progress reports or other communication measures.
7. May participate in public speaking or community education programs that focus on issues relating to therapy and children.
8. Assess and make recommendations regarding the use of adaptive equipment as needed and provide written justification and coordinate purchase of equipment for a child with team members, service coordinator, intake/billing specialists, families, and other allied professionals.
9. Fabricate adaptive equipment/splints as indicated.
10. Participate in evaluation staffings and IFSP staffings. May also be required to participate in case reviews, exit staffings, medical consultation staffings, and school district multidisciplinary team staffings.
11. Responsible for timely documentation of evaluation results, progress reports, discharge reports, daily notes, attendance reports, Medicaid prior authorizations and insurance justifications as required.
12. Provide clinical supervision to Certified Occupational Therapist Assistants.
13. Maintain professional clinical competency by attending certified CEU inservices and workshops in the area of pediatrics.
14. Annually, review and sign the county Birth to Three manual and participate in a minimum of 5 hours of program specific training in accordance with the Birth to Three contract.
15. Collaboratively incorporate best practices and demonstrate a willingness to question established practices.
16. Assist in developing strategic and long-range plan for the program.
17. Perform any other duties that are from time to time deemed necessary the Director of Therapy Services.
18. Adhere to the agency safety policies and procedures.

EXPERIENCE AND SKILL REQUIREMENTS:

1. Bachelor of Science degree from a college or university having an accredited school of occupational therapy.
2. Currently registered and licensed by the State of Wisconsin or eligible for licensure.
3. Completion of a pediatric affiliation/internship or pediatric experience with developmentally delayed children preferred.
4. Neuro Developmental Treatment (NDT) certification preferred, but not required.
5. Have current CPR certification or be able to obtain within 3 months.
6. Physical ability to lift and transfer children (minimum of 25 lbs.)
7. Ability to participate in handling and floor activities with children.
8. Working knowledge and use of assessment tools used in the evaluation of infants and children.
9. Basic computer experience (Microsoft Office, Excel, internet).
10. Valid Wisconsin driver's license and evidence of automobile insurance.
11. Must be willing and able to "bring caring to life".