

Position Title: Occupational Therapist**Reports To:** Therapy Department Coordinator

Job Summary: Provides evaluation, assessment, treatment and consultation services, appropriate to children, birth to three, within a combined medical and educational model, using an interdisciplinary, family-centered and culturally diverse approach.

Essential Functions:

1. Provides evaluation and assessment services
 - Determines neuromuscular status
 - Assesses perceptual-fine motor and gross motor skills
 - Determines level of self—help skills
 - Assesses oral-motor development
 - Determines adaptive play and sensory integration status
2. Plans, organizes and implements treatment plans
 - Assures that home/daycare visits are scheduled in a timely manner, occur as stated in the IFSP, and are individualized to the child
 - Creates written documentation regarding treatment
 - Provides written information on treatment plan and overall development to other staff, parents and external resources as appropriate
 - Fabricates or orders orthotics, durable medical equipment and adaptive equipment
 - Provides appropriate therapy
 - Provides community outreach and training upon request
3. Provides Family Resources Coordination
 - Informs families of advocacy, support services, funding and community resources
 - Completes initial, 6-month, and Annual IFSP in coordination with all team members
 - Assists in coordinating the transition process
 - Completes and maintains WA Family Resources Coordination certification
4. Maintains professional credentials
 - Attends appropriate trainings/seminars to enhance knowledge and skills
 - Continually upgrades knowledge of current research materials
 - Maintains WA State licensure
 - Maintains client confidentiality
5. Other duties as assigned

Other Functions:

1. Employee is dependable and takes initiative in job duties
2. Employee communicates effectively with co-workers and consumers
3. Employee attends to accuracy and thoroughness of paperwork
4. Employee knows the Agency Mission and is Mission oriented

Required Work Experience and/or Training:

- Bachelor’s Degree in Occupational Therapy from an accredited college or university
- Neurodevelopmental Treatment Training and/or Sensory Integration Certification preferred
- Pediatric occupational therapy training and/or experience

Required Knowledge, Skills and/or Abilities:

- Knowledge of Neurodevelopmental Treatment training and/or Sensory Integration preferred
- Knowledge of typical and atypical child development processes
- Ability to make home visits
- Awareness of family economic and cultural issues as they relate to early intervention
- Knowledge of Washington State Special Education regulations and/or Federal Early intervention law
- Knowledge of IFSP process

Required Licenses or Certifications:

- Washington State Professional License through the Department of Health
- Washington State driver’s license, reliable transportation and insurance
- CPR/First Aid Certificate

Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving (<i>providing home visits</i>)	Yes
Reaching Above Shoulder	Yes	Lifting (<i>40+ pounds</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Carrying (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Environmental Factors

Toxic Chemicals: Bleach used to clean toys, etc.

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed the above and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director: _____ Date: _____