

North Central Educational Service District
Job Description – Occupational Therapist

Title: Occupational Therapist
Department: Early Intervention/Early Childhood Education
Classification: Licensed
Supervised by: Superintendent or Designee
Work Year: 191 Days or as assigned by Superintendent

Job Purpose Statement:

The Occupational Therapist provides occupational therapy diagnostic/prescriptive expertise for children ages birth to 12th Grade who have identified fine motor, adaptive and sensory processing delays.

Job Qualifications, Licensure, Certification:

- Bachelor's/Master's Degree/Ed.S or higher degree (*required*)
- Oregon – Occupational Therapist License
- Accreditation - Council for Occupational Therapy Education
- OT Board Certified
- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

1. Knowledge across developmental domains of typical child development, the characteristics of delayed development, and the patterns of atypical development associated with disabilities.
2. Select, administer, and interpret information using appropriate instruments for screening, eligibility, program planning, child progress, and program evaluation.
3. Recognize the family as the major long-term influence in a child's life and will support families, in all their diversity, in their hopes and plans for their child.
4. Design, implement, and evaluate appropriate services for EI/ECSE children with their families in their local communities.
5. Apply federal and state legislative regulations, policies, procedures, and ethics affecting EI/ECSE programs and work together to establish program guidelines which best utilize people, materials, time, and fiscal resources.
6. Provide coordinated services in a manner that ensures that efforts of the family, the EI, ECE, ECSE programs and community services are complementary and un-duplicated and that they are in concert with identified needs and family preferences.
7. Demonstrate knowledge of research in relevant fields and application to intervention practices.
8. Knowledge of occupational therapy theories, models of practice, principles, and evidence-based practice
9. Preferred knowledge in Sensory Integration Theory and Practices
10. Ability to articulate the role of occupational therapy in the evaluation, intervention planning, and intervention process.
11. Ability to analyze tasks relative to areas of occupation, performance skills, activity demands, contexts, and student factors to implement the intervention plan.
12. Ability to recognize occupational performance deficits in the areas of personal care, student role/interactive skills, processing skills, play, community integration, and written communication.

13. Skill in gathering screening and evaluation data, completing checklists, histories, and interviews.
14. Ability to select, adapt, and sequence relevant occupations and purposeful activities that support intervention goals.
15. Ability to maintain safe environments, equipment, and materials.
16. Ability to prepare and maintain accurate records.
17. Willingness to be trained for specific program implementation.
18. Initiative, strong work ethic, and the ability to positively interact and collaborate in a team environment.
19. Complete thorough evaluation, including muscle tone, range of motion/mobility, orthopedic needs, movement analysis, perceptive/fine motor skills, sensory motor processing and functional activities of daily living.
20. Educate and demonstrate (verbally or written) therapy techniques to parents that can be incorporated into the home.
21. Develop and implement IEPs to meet the individual needs of the child.
22. Attend staff meetings, in-service training, and continuing education courses as appropriate or required.
23. Assess and make recommendations regarding the use of adaptive equipment as needed and provide written justification.
24. Responsible for timely documentation of evaluation results, progress reports, discharge reports, and daily notes.

Essential Job Functions:

1. Provides evaluation and intervention with identified children with disabilities.
2. Determines level of service based upon current assessment(s), providing direct (individual or group) treatments or consultation.
3. Participates in the preparation of, and conferencing about, the Individual Education Plan or Individual Family Service Plan (IEP/IFSP).
4. Evaluates effectiveness of occupational therapy intervention procedures; documents, monitor and reports student progress. Maintains case notes and other documentation as required for Medicaid billing.
5. Develops and maintains a positive working relationship with parents, ESD staff, school, agency, and medical personnel.
6. Provides sufficient supervision, training, and assistance to all supportive personnel so they will be able to implement those portions of treatment plan assigned to them.
7. Assesses adaptive equipment needs, assists in the provision of appropriate equipment, and monitors its effectiveness.
8. Assists with and/or initiates dissemination of information concerning occupational therapy services in the community, individuals, and agency.
9. Promotes and participates in the ongoing improvement of the occupational therapy program through development and implementation and new methods of evaluation and treatment, record keeping, and case coordination.
10. Develops, in cooperation with program administrator, personal annual goals and objectives, and assumes responsibility for seeing these goals are accomplished.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague, or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

☒ Single Grasping ☒ Pushing and Pulling ☐ Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

☐ Yes ☒ No

4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

☐ **Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date