

| | | |
|--|--------------------------------------|--|
| <p style="text-align: center;">  </p> | | |
| | Title: Occupational Therapist | Permanent Part Time – 24 hours |
| Position Classification | Job Family: Professional | FLSA Status: Non-Exempt |
| Description | Pay Grade: 8 | Benefit Eligibility: Annual & Sick Leave only |
| Employee Name (print): | | |
| Employee Signature: (I have received a copy of this job description and my supervisor has reviewed it with me) | | Date: |
| Supervisor Signature: | | Date: |
| Director of Community Support Services Signature: | | Date: |
| Executive Director Signature: | | Date: |
| Date Position Description Last Reviewed: 9/5/19 | | |
| Date Position Classification Last Reviewed: 6/01/17 | | |

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

DEFINITION

Under supervision of the Parent-Infant Education Program Supervisor, this position provides family-centered, educational and therapeutic services to with families with children (up to age 36 months) that have or may be at risk of having developmental delays and other disabilities under the Individuals with Disabilities Act, Part C. As part of a multidisciplinary team, the Occupational Therapist assesses children for eligibility and therapeutic services, establishes appropriate goals for an Individualized Family Service Plan, and provides strategies to assist parents in achieving the child's developmental goals.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Using current theories and principles of neurodevelopmental treatment and sensory integration, recommend and develop individual treatment plans for use with children and families based on the child's current level of functioning in all areas of development.
- Provide assessment and evaluation of communication, gross and fine motor, feeding, cognitive, social, emotional, and adaptive skills as part of multidisciplinary team.
- Function as a member of multidisciplinary team in an early intervention program for developmentally delayed and disabled children and families.
- Participate with the multidisciplinary team and family by developing Individualized Family Service Plans.
- Provide occupational therapy services using transdisciplinary strategies.
- Coach family and/or caregiver as well as other staff in implementation of treatment plan.
- Record observations and document activities, write reports on child's progress, and maintain records in compliance with program policies and procedures.
- Provide primary services to children in all developmental areas in conjunction with other specialists.
- Participate in in-service training of treatment techniques in disciplines other than Occupational Therapy and provide training in own area of expertise to increase knowledge and expertise of staff.
- Consult with the multidisciplinary team, physicians, and other providers as needed.
- Participate in Part C related trainings to maintain compliance with DBHDS/Part C and DMAS policies and procedures.

- Assure the confidentiality of protected information as required by law and according to the agency's Confidentiality and Privacy policies.
- Maintain CAQH profile to the satisfaction of all Medicaid managed care organizations.
- Perform other assigned duties as necessary within established policies and procedures

REQUIREMENTS

EDUCATION

Master's Degree in Occupational Therapy

EXPERIENCE

1-2 years of experience in pediatrics

LICENSE(S)

Licensure as Occupational Therapist by the Virginia Board of Medicine
Eligible for Early Intervention Professional Certification under Part C/DBHDS
(must acquire certification within 30 days of hire)
Position will be required to possess a valid Virginia driver's license

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check.

KNOWLEDGE AND ABILITIES

- Knowledge of current theories and principles of neurodevelopmental treatment and sensory integration principles.
- Knowledge of Early Intervention assessment tools in evaluation of communication, gross and fine motor, feeding, cognitive, social, emotional, and adaptive skills development.
- Knowledge of normal and abnormal child development and evidenced based treatment for children with intellectual and developmental disabilities.
- Knowledge of Neonatal Abstinence Syndrome and ability to evaluate and treat substance exposed infants and toddlers.
- Knowledge of implementation of evidence-based treatment techniques and teaching methodologies including parent coaching.
- Knowledge of preparing Individualized Family Service plans with objectives and goal setting that meets with Part C requirements.
- Knowledge of family dynamics and effects of parent/child interaction styles.
- Knowledge of transdisciplinary treatment model.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Knowledge of Part C Practice Manual and requirements related to provision of services.
- Ability to assess and evaluate all skill areas of children from birth to 36 months of age.
- Ability to develop treatment plans and adapt programs for home use.
- Ability to train parents and other staff in implementation of treatment plans.
- Ability to work on floor with children, requiring getting up and down from floor.
- Ability to carry equipment in working with children which may include appropriate toys, highchairs, and booster seats.
- Ability to communicate effectively (oral and written) including required documentation and use of electronic health record system.
- Ability to work effectively with others in a professional manner.

- Ability to work with persons with disabilities and handle a variety of behaviors.
- Ability to handle emergency situations without direct supervision.
- Ability to have patience with consumers and consumers' family members or guardians.
- Ability to work under pressure, meet deadlines, and set priorities.
- Ability to use sound judgment and to take initiative.
- Ability to maintain confidentiality of consumer's information.
- Ability to complete required training including Human Rights, HIPAA compliance, and in-service First Aid and CPR training.
- Possess strong interpersonal relationships; functioning with a team of service providers and with the families.
- Possess strong time management skills.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ENVIRONMENTAL CONDITIONS

Work environment is primarily within family homes and an office. Travel is involved between agency office and assigned homes as well as to and from trainings and community meetings. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others. Sitting: 65%; Standing/Walking 15%; Driving: 20%
Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time