

Holy Childhood Job Description

JOB TITLE: Occupational Therapist R/L
REPORTS TO: Director of Programs and Services
HOURS/STATUS: Part Time/Non-Exempt

JOB SUMMARY

Under the supervision of the Program Director is responsible for planning and delivering OT services to individuals of the Adult Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Screen and assess individual strengths and weaknesses using formal and informal tools.
- Administer semi-annual testing for adults.
- Recommend program materials and adaptive equipment for individual use.
- Recommend changes in individual's level of services.
- Prepare therapy sessions, therapeutic material and equipment orders, adapts, or makes curriculum materials appropriate for the needs of an individual.
- Maintain and organize the therapy area.
- Remain current with latest developments in Occupational Therapy via membership in National or State Associations and/or reading of journals and other media.
- Provide individual and small group treatment in the therapy room or immediate environment of Holy Childhood.
- Implement treatment plan objectives.
- Complete daily progress notes and billing records accurately within required time frame.
- Prepare for semi-annual case reviews as needed and submits quarterly reports.
- Submit goals and objectives for annual meetings.
- Attend and participate in case reviews, and other scheduled individual meetings.
- Discusses changes in therapy program with team and parents/guardians.
- Supervise student interns as scheduled and maintain contact with education site.
- Participates in off-campus meetings when requested.
- Provides in-service assistance to staff.
- Additional duties as requested

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects.

EDUCATION and/or EXPERIENCE

Bachelors Degree in Occupational Therapy required. Masters degree preferred and must be licensed by the State of New York as well as certified by the National Board of Certification in Occupational Therapy (NBCOT).

EQUAL OPPORTUNITY EMPLOYER

Holy Childhood 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.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

Employee Signature

Date