

## Occupational Therapist Position Description

**Position:** Occupational Therapist

**Reports to:** SPOT Coordinators

**FLSA Classification:** Exempt, Salary

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### POSITION PURPOSE:

Identify, assess, and provide treatment for children with motor and self-care delays as well as sensory processing difficulties. Consult with behavior therapy teams to ensure the appropriate integration of motor, self-care, and sensory processing programs and supports. Provide training to clinical staff regarding Occupational Therapy. Provide training to caregivers and other service providers in client's environment and community to promote consistency and generalization of skills. Coordinate with outside Occupational Therapists as needed. Work with clinical staff to ensure quality within the implementation and design of each child's programming as it relates to Occupational Therapy.

Responsibilities include attending meetings with the SPOT Coordinators and/or Chief Executive Officer on a monthly basis. Occupational Therapist will develop and implement individualized Plans of Care, utilizing methods demonstrated to be evidence-based, for clients, as assigned. Report on a regular basis the progress of each client in the caseload. Assist in the development of the Individual Treatment Plan and any Prior Authorization information to procure funding for the client's Occupational Therapy program.

### QUALIFICATIONS:

- Employee must possess a Master's degree in Occupational Therapy.
- Employee must possess a current license to practice Occupational Therapy through the Minnesota Department of Health.
- Employee must be registered with the National Board of Certification in Occupational Therapy (NBCOT) or be working toward registration.
- Prior Autism and Pediatric experience preferred.

### SKILLS

- Employee must have strong interpersonal skills.
- Employee must possess highly developed verbal and written communication skills.
- Employee must be able to collaborate with all members of the clinical and administrative teams to assure the best therapeutic programming for all clients.
- Employee must possess a valid driver's license, automobile insurance, and have use of an automobile to travel to worksites and office.
- Employee must pass all criminal background checks as required by the State of Minnesota to be eligible to work with children and vulnerable adults.
- Employee must be proficient in the use of MS Office (Word, Excel, PowerPoint, and Outlook).

- Employee must communicate with clients, client caregivers, peers and supervisors in a professional manner.
- Employee must relay information in written or verbal form to client caregivers, MAC staff or other support staff as necessary in a timely manner.
- Employee must effectively communicate clinical issues with client to caregiver and supervisor immediately, completing incident report forms as necessary.

### **MAJOR RESPONSIBILITIES:**

- Responsible for the establishment and ongoing review, analysis, and evaluation of treatment programs, plans of care, goals, and discharge plans for assigned clients as related to occupational therapy needs in consultation with Program Supervisor.
- Makes revision to plans and goals based on individual needs of clients in consultation with Clinical Supervisor.
- Administers and interprets standardized assessments to evaluate motor, self-care, and sensory processing delays.
- Responds to referrals for service in a timely manner.
- Assists in integrating occupational therapy targets or activities into behavior therapy setting in consultation with clinical team. This includes clients on direct caseload as well as indirect clients as needed.
- Conducts 30-day and 90-day reviews for all clients. The 90-day review must include an updated Plan of Care.
- Completes and submits required documentation within established guidelines.
- Establishment and maintenance of current and accurate clinical records.
- Provides leadership and training on therapy strategies to Behavior Therapists, Lead Therapists, Clinical Supervisor, and Program Manager and trains as needed.
- Participates in ITP planning as applicable.
- Provides leadership supervision and/or executes all skilled treatment programs (e.g., sensory diet) as prescribed by the Plan of Care.
- Schedules clients in coordination with clinical team.
- Provides client/family education related to support services as appropriate.
- Meets with the clinical team as needed to discuss each client's progress on motor, self-care, and sensory programming.
- Adheres to NBCOT Code of Ethics.
- Maintains Minnesota Department of Health Licensure and certification through NBCOT.
- Completes necessary continuing education.
- Responds to emails and phone calls within 24 hours.
- Attend all necessary trainings and/or meetings at central office site.
- Appropriately utilize the time-reporting system for reimbursement.
- Consider ethical and cultural issues and maintain appropriate boundaries when interacting with clients, client caregivers, colleagues, and student interns.
- Restrict work to personal domain of expertise and use most updated methods as recognized by the profession.
- Other duties as assigned by Management.

**WORK ENVIRONMENT:**

- Employee will work at assigned location which is subject to change as needed.
- Ability to sit, walk and/or stand for extended periods of time.
- May be called upon to assist in clients' personal hygiene and/or personal care needs of students such as dressing, feeding and toileting.
- May be called upon to assist with challenging behaviors.