

SYCAMORE SERVICES, INC.
POSITION DESCRIPTION

TITLE: Occupational Therapist

DEPARTMENT: Children's Services

JOB ANALYSIS CONDUCTED: November 2002

Revised: March 2017

Note: Statements included in this description are the essential functions of this position. Other non-essential functions may be assigned.

Relationship

Reports to: Director of Healthcare Administration and Director of Rehabilitation Services

Other Internal contacts: Accounting Personnel, Children's Services personnel

External contacts: Step Ahead/First Steps Council, Families, Communities Agencies, LPCC Coordinators

Work environment: No specific percentage of time assigned. Family will determine site and time. May include evenings and /or Saturdays.

Scheduled work hours:

Job Summary

Performs occupational therapy evaluation for infants and toddlers referred to the First Steps program, including testing/measuring strength, motor development, sensory perception, functional capacity, and respiratory and circulatory efficiency. Maintains detailed records, analyzes client data, and prepares assessment report with appropriate treatment plans as required.

Serves as member of multi-disciplinary team, develops or assists in developing and implementing the Individualized Family Service Plans, including establishing individualized fine motor and self-help outcomes for program participants, observing/evaluating effects of therapy, and recommending adjustments in treatment to maximize benefits. Conducts direct individual therapy sessions with toddlers/infants, including instructing, motivating and assisting in performing various sensory motor activities.

Operates a motor vehicle for various functions, such as visiting client homes, attending conferences, performing assessments and consultation, and conducting therapy sessions.

Attends and/or conducts in-service training programs and provides consultation to agency personnel as needed. Performs related duties as assigned, ensuring the best interests of agency and clients.

Job Qualifications

- A. Must be enrolled or be able to be enrolled in the First Steps Systems with the following qualifications: Baccalaureate in Occupational Therapy and possession for ability to obtain a Certificate of Clinical competency in Occupational Therapy in the State of Indiana.
- B. Experience working with developmentally-delayed/at-risk children. Thorough knowledge of and ability to make practical application of theories and methods in testing and evaluating fine motor skills of developmental delayed/at risk children.
- C. Working knowledge of Individualized Family Service Plan (IFSP) guidelines, with the ability to develop and implement appropriate goals and objectives to address individual fine motor and self-help needs.
- D. Excellent written and oral communication skills are essential.
- E. Ability to attend and conduct in-service training programs and provide consultation to agency personnel.
- F. Ability to follow all personnel policies and rules of the agency, and maintain confidentiality of records and information as required.
- G. Must have effective transportation and valid driver's license.
- H. Ability to work non-standard flexible schedule.

Essential Functions

- A. Service Delivery
 - 1. Provide activities that are design to enhance the child's development in fine motor and self-help development.
 - 2. Exercises independent judgment in testing and analyzing fine motor and self-help skills and developing appropriate goals and objectives for the individual clients.
 - 3. Ability to work independently, following practices of the profession and standard department policies and procedures. Unusual situations and problems are discussed with the supervisor. Work is periodically reviewed for attainment of objectives and adherence to instruction/guidelines.
 - 4. Address the planned interaction of personnel, materials, time, and space that leads to meeting the Outcomes in the IFSP.
 - 5. Incorporate parent/caregiver involvement in order to encourage follow-through and integration of the fine motor skills in all aspects of the child's daily life.
 - 6. Design learning environment and activities that promote a child's skill development.
 - 7. Provide services in the natural setting of the eligible child and family. This may include one-to-one child intervention, group activities, family training and support, or consultation/training services to programs and services where the child and /or family participates
 - 8. Ability to work in classrooms, client homes and in a standard office environment involving pushing/pulling objects, handling/grasping, fingering objects, crawling, crouching/kneeing, reaching, bending at waist and lifting/carrying infants/toddlers. Occasionally weighing more than 50 pounds. May be occasionally exposed to unsanitary conditions and communicable diseases.

B. Training and Support

1. Provide training and education to understand the special needs of the child.
2. Provide families with information, skills and support related to enhancing their child's development.
3. Provide support and consultation to community childcare staff when the location for delivering therapy to a child is in a community childcare setting.

C. Record Keeping

1. Submit billing within appropriate time frame.
2. Ensure the quantity and type of service provided are documented by the IFSP meetings and are reflected in the IFSP.
3. Complete progress notes, regular evaluations and quarterly reports to be submitted to families, Service Coordinator and SPOE.
4. Maintain all confidential files according to First Steps and Sycamore Services requirement.

D. Children's Service Team

1. Perform other duties as needed.
2. Attends all agency in-service as required.

Approved

Date