

SYCAMORE SERVICES, INC.
POSITION DESCRIPTION

TITLE: Developmental 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; Community Agencies; LPCC Coordinators; First Steps Providers

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 Developmental therapy evaluations for infants and toddlers referred to the First Steps program, including testing/measuring cognitive, adaptive, social/emotional, motor and communication development. 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 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 System with the following qualifications: Baccalaureate and/or Masters and/or Doctorate degree in special education, elementary education, early childhood education, child development or a related field with a special education teaching license. Certified Child Life Specialists and Registered Nurses may also provide developmental therapy at the specialist level. Must have credentials at the specialist level within two years of enrollment and complete Continual Professional Development annually.
- B. Must have knowledge of the six areas of development.
- C. 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 the six areas of development.
- D. 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.
- E. Minimum of two years experience working with early childhood programs.
- F. Excellent written and oral communication skills are essential.
- G. Ability to attend and conduct in-service training programs and provide consultation to agency personnel.
- H. Ability to follow all personnel policies and rules of the agency, and maintain confidentiality of records and information as required.
- I. Must have dependable transportation and valid Indiana driver's license.
- J. Ability to work non-standard flexible schedule.

Essential Functions

- A. Service Delivery
 - 1. Provide activities that are designed to enhance the child's development in one or more developmental domain including cognitive, adaptive, social/emotional, motor and communication development.
 - 2. Exercises independent judgment in testing and analyzing developmental 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 developmental skills in all aspects of the child's daily life.
 - 6. Design learning environments and activities that promote a child's skill development in a variety of development areas.
 - 7. Provide services in the natural setting of the eligible child and family. This may include one-to-one child interventions, group activities, family training and support, or consultation/training services to programs and services where the child and /or family attend.

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.
9. Maintain effective contact with the service coordinator/case worker serving the child/family. Provide the service coordinator necessary information to better assist the child/family.

B. Training and Support

1. Provide family training and education to assist the family in understanding 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 child care staff when the location for delivering developmental therapy to the child is in a community child care setting.

C. Record Keeping

1. Submit billing within appropriate time frames.
2. Ensure the quantity and types of services provided are documented by 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 requirements.

D. Children's Services Team

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

Approved: _____

Date: _____