



Position Description

Title: Occupational Therapist		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title # 201014	Salary Grade:	
Date Approved: May 3, 2017		
Revision Date:	Job Class: Education	
Revision:	Purchasing Level: 0	

Purpose of Position

Provides occupational therapy as a component in the treatment of emotionally disturbed, behavior disordered children. Works directly with educational staff to determine occupational therapy needs of children. External contacts include parents, school districts, and universities.

Major Duties (*Essential Element)

- Plans and implements occupational therapy sessions
- Prepares and implements Special Education requirements
- Prepares and completes treatment reports
- Fulfills all internal and external job requirements
- Makes good use of volunteer's time and skills
- Performs additional duties as needed for the betterment of Great Circle

Working Conditions

Office or school environment. Exposure to dust and noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant sitting, listening and talking. The position requires occasional walking, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling as well as lifting up to 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

As applicable

Qualifications

- Strong communication, interpersonal, and computer skills
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to maintain absolute confidentiality in all transactions and communications
- Skills required include ability to function as an effective interdisciplinary team member
- Also requires screening and evaluation of client’s functional performance in school and community, utilizing appropriate standardized and informal methods
- Ability to work with colleagues, clients, and family members in designing individualized educational plans. The design and implementation of therapeutic interventions, including direct service, consultation and advocacy. Effective relationship establishment and behavior management skills
- Evaluation of intervention effectiveness, with modification as needed
- Documentation of all phases of intervention, including billing third party payers as appropriate. Participation in staff development activities as assigned (CPI, CPR, etc.)
- Clinical education of OT students. Program development and evaluation
- Ability to respond appropriately to cultural differences that exists among Great Circle diverse client base
- Demonstration of the conviction that people are able to change and that this attitude is fostered when a mutually respectful partnership exists between Great Circle personnel and the clients served
- Ability to work as part of a team and to maintain a positive, professional helping role.
- A valid class E Missouri driver’s license and a good driving record are required because transporting client’s is an essential function of this position
- Ability to work with volunteers

Required Education and Experience

- Credentials normally associated with competency in this position are a bachelors or master’s degree in occupational therapy from an accredited educational program
- Certification by the American Occupational Therapy Certification Board and Licensure by the State of Missouri Division of Professional Registration
- Knowledge necessary to successfully fulfill this position’s responsibilities includes knowledge of child development, neurodevelopment and psychopathology

Preferred Education and Experience

Experience working with children and families in a trauma informed environment

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____