

## POSITION DESCRIPTION

**JOB TITLE:** Occupational Therapist – Full Time

**DEPARTMENT:** Physical and Occupational Therapies

**REPORTING TO:** Program Director

**FLSA STATUS:** Exempt

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**Summary Statement:** The occupational therapist provides skilled intervention that helps children achieve independence in all facets of their lives (i.e. home, school, and play), giving them the "skills for the job of living" necessary for independent and satisfying lives.

### **Essential Functions:**

- Provide evaluations including review of past medical history, family interviews, administration of appropriate tests, and clinical observation
- Provide ongoing therapy focusing on sensory integration and neurodevelopment theories
- Provide discharge planning
- Evaluate and recommend specific adaptive equipment and usage training
- Design and communicate home program ideas,
- Participate as member of the Down Syndrome Center, Autism Program and FFAST teams for appropriate clients
- Design and implement small group programs for schools and collaborative agencies

### **Other Duties Include (but not limited to):**

- Perform or assist with any operations, as required to maintain workflow and meet schedules and quality requirements.
- Maintain safe and clean work area and comply with safety procedures and equipment operating/maintenance rules.
- Participate in a variety of meetings and staffings to communicate between departments, resolve problems and communicate issues
- Present information to the Hope Haven Board, staff and community agencies
- Participate in Hope Haven camp programs as requested
- Attend continuing education courses for program development
- Maintain the lending library equipment and log
- Assist in the development of the occupational therapy program
- Prepare reports required by EIP, insurance companies, the Down Syndrome Center, the Autism Program, families and physicians
- Research and purchase updated equipment; research and implement new treatments and techniques
- Supervise volunteers and/or act as mentor to interns

### **Qualifications:**

- A Bachelors Degree with a passing score on the national examination, supervised clinical internship in a variety of health care settings and Florida certification
- Prior pediatric experience

**Tools and Equipment:**

- A variety of diagnostic materials including standardized tests
- A variety of toys, games and traditional therapy equipment
- Specific sensory integration equipment including those required for listening programs and other innovative techniques
- Cleaning supplies for toys, equipment and floors
- Computers and occupational therapy/keyboarding software for therapies and administrative use

**Physical Requirements:**

- Frequent physical activity involving standing, squatting and floor sitting
- Frequently lifting up to 40 pounds
- Talking to convey detailed or important spoken instructions accurately
- Frequent typing for sustained periods of time
- Occasional travel between locations for work-related tasks

**Working conditions:**

- Job functions are performed primarily in treatment/therapy room, office setting, outside play area and kitchen area

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Employee Signature

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Date