



OCCUPATIONAL THERAPIST



Job Overview

The job of Occupational Therapist was established for the purpose/s of assessing students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development and student placement; and providing direction to Certified Occupational Therapy Assistants.

This job reports to the Student Support Services Director.

Job Functions

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops treatment plans, interventions and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Directs the work of assigned COTAs and Educational Assistants for the purpose of providing guidance and ensuring that program objectives are achieved.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in a variety of meetings (e.g. training, workshops, seminars, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.



- Provides services at multiple work sites for the purpose of providing direct therapy interventions and assistance as required.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Screens students for the purpose of determining the need for further individualized assessment.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 30% sitting, 30% walking, and 40% standing.

Physical Requirements: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility

Minimum education: Bachelor's degree in job related area

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skilled in applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.
- Has knowledge of age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to Special Education funding categories; current OT treatment interventions; and pertinent codes, policies, regulations and/or laws.
- Able to adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; meet deadlines and schedules; work as part of a team; work with detailed information/data; maintain effective working relationships; and translate therapy data into meaningful educational activities.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: Eligible for registrations as an Occupational Therapist with the National Board of Certified Occupational therapists or successful completion of the National Certification Examination and current State of Tennessee Occupational Therapist License



Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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