

ARC SOUTH SHORE
JOB DESCRIPTION

(Updated 03/15)

JOB TITLE: Occupational Therapist
Department: Early Intervention

JOB CLASSIFICATION: Exempt
Job Code: 5022 EIN

DESCRIPTION OF POSITION: Under the direction of the Occupational Therapy Supervisor, the Occupational Therapist has an expertise in the motor, sensory, and overall development of the infant and toddler. She uses these skills in her work with families to identify and assess their short and long term needs and develops and implements a service plan. In addition, the Occupational Therapist is available to provide clinical consultation to families and staff regarding development and assessment. A commitment to ARC South Shore's Mission Statement and to the integration of persons with developmental disabilities in their community is essential.

RESPONSIBLE TO: Occupational Therapy Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned. Employees must be able to perform the essential functions of the job with or without reasonable accommodation.*

1. Ensure and safeguard the Arc of the South Shore's client's safety, human dignity, rights, and liberties.
2. Conduct developmental assessments and complete written report within 2 weeks
3. Develop IFSP goals and strategies with families
4. Provide individual and group treatment in the home, center, and community
5. Attend required staff meetings and team meetings
6. Maintain required productivity
7. Communicate regularly in person/via telephone or email with team members regarding client progress, treatment issues, etc
8. Participate on community committees when appropriate
9. Participate in training opportunities as they become available
10. Actively participate in individual and/or group supervision
11. Complete requirements for C.E.I.S. within 3 years of hire (does not apply to fee based staff).
12. Complete paper work in a timely manner including billing logs, treatment notes, etc.
13. Perform general housekeeping tasks, including: bleaching toys and surfaces; maintaining treatment areas, storage areas, kitchen, play yard; resupplying art, snack, paper products, etc.
14. Additional tasks as requested by the Supervisor and/or Program Director

OTHER DUTIES AND RESPONSIBILITIES:

1. Support the program through reliable and punctual attendance and adhering to Agency/Department policies and procedures
2. Represents the Department and the Agency in a positive manner
3. Demonstrates a commitment to ARC South Shore's Mission Statement and to the integration of persons with developmental disabilities into their community
4. Establish and maintain professional relationships with participant families, co-workers and supervisors, and collaterals
5. Attend and participate in staff meetings, trainings, supervision, and development
6. Actively participate on multidisciplinary teams to develop appropriate treatment plans
7. All other job-related duties as assigned by Program Director;

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EXPERIENCE and/or EDUCATION: Graduate of an accredited Occupational Therapy program, experience working with families and children with disabilities

LANGUAGE SKILLS: Demonstrated ability to read and interpret documents such as safety rules, policies and procedures manuals.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Massachusetts licensure in Occupational Therapy, completion of Department of Public Health certification as an Early Intervention Specialist within three years; valid driver's license and satisfactory driving record required.

OTHER SKILLS/REQUIREMENTS/ABILITIES: Acceptable criminal record (CORI) and sexual offender (SORI) required.

PHYSICAL DEMANDS/WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, use computers, and reach with hands and arms. The employee is regularly required to talk, hear, stand, walk, and sit while performing the duties of this job, which includes active participation in engaging families and very young children in appropriate activities.

The employee may lift and/or move children in and out of wheelchairs, play and adaptive equipment, lift and/or move children up from and down to mats, and intervene verbally and physically with children. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing duties for this position, the employee travels by using their own personal vehicle and is exposed to changing weather conditions. The employee must have the ability to safely travel to and from the client home. In addition, the employee will be required to drive for meetings and/or visits to client homes or facilities. The employee will be required to work in and safely navigate varied facility/residential/home environments which may include interior and/or exterior stairs or elevators. While at the client's home, the employee may be required to sit,

stand, lift and carry files, laptop or associated equipment, listen attentively, talk, write/record, explain and gather information. Since client homes are private residences, the employee may be exposed to pets, family members, smoking, cooking or other fragrances.

The noise level in the work environment is usually moderate, occasionally loud.

Moderate levels of stress may occur.

Arc South Shore operates smoke-free facilities.

General Information

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description is subject to change by the employer as the needs of the employer and requirements of the job change.

This description is intended to describe the essential job functions, the general supplemental functions and the overall requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Receipt and Acknowledgement (ALL POSITIONS)

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time I am unable to perform these functions.
- Job duties, tasks, work hours, work location and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with agency, program and regulatory policies, procedures, rules and regulations.
- I have read, understand and received a copy of this job description.

Print Employee Name: _____

Employee Signature: _____ Date: _____