

JOB TITLE: OCCUPATIONAL THERAPIST (Exempt)

The mission of **The Warren Center**, *for children with developmental differences* is to **provide quality services for children with developmental differences or disabilities and caring support for their families.**

Our **vision** is that **children with developmental differences or disabilities achieve their full potential.**

We accomplish our mission and vision by:

- a) ensuring that each child makes developmental gains
- b) ensuring that families have the tools to understand, support, and advocate for their children;
- c) demonstrating leadership in our field which assures community investment; and
- d) being responsible stewards of our human, financial, and capital resources.

The **values** of **The Warren Center**, *for children with developmental differences* include:

- **Children and families come first.**
- We can be **trusted** to support children, families, and the agency to move forward, set goals, create and implement action plans, and evaluate the process and results.
- We are **resourceful** in making decisions and solving problems.
- We behave **ethically** both in professional and business behavior.
- Professional **expertise** is paramount to providing quality services.

Job Purpose

The Occupational Therapist supports the overall mission and purpose of **The Warren Center** by effectively evaluating and treating the motor needs of children enrolled in **The Warren Center ECI**. Consultation for other **The Warren Center** programs may be contracted on an as-needed basis.

Primary Responsibilities

Direct and consultative occupational therapy services are designed and implemented to meet the needs of children and families. Responsibilities include:

- Assess the need for developmental motor and/or sensory services
- Plan, implement, and revise appropriate motor or sensory plans for children and families
- Provide the services directly to children and families or as a consultant to other service providers
- Document all services, activities, and consultations within areas of training and expertise.

Service coordination is provided that addresses and anticipates the needs of the child and family. Responsibilities include:

- Collaborate with families in a non-judgmental, healthy, helping relationship
- Conduct intakes that focus on regular routines within the context of the family's life that enhance each child's development.
- Coordinate services for each child and family on caseload
- Document all service coordination activities
- Provide resources to and for the family and for agency and community opportunities
- Be an agent for problem solving
- Collaborate with other service providers

Transdisciplinary teaming ensures that the developmental needs and service delivery needs are comprehensive and meet the needs of the child and family. Responsibilities include:

- Joint program planning
- Mutual support
- Active agency participation and involvement
- Share self and knowledge with team members
- Supervise student interns or volunteers as appropriate

Professional development activities are planned and implemented that advance the individual capabilities of the Occupational Therapist and meet the needs of the program and the agency. Responsibilities include:

- Demonstrate professional conduct and ethical practice at all times
- Endorse **The Warren Center** philosophy of service delivery, policies, and procedures
- Participate in continuing education and interagency exchange
- Serve as a resource for agency and community opportunities

Qualifications

Education

- Required - Minimum of a Bachelor's Degree from an accredited college or university in the field of occupational therapy
- Preferred - Masters Degree or above

Licensure/Certification/Registration

- Required - Certified or registered or licensed or in process of applying for such licensure as required by state board or committee

Medical

- Within 6 weeks of employment:- Negative TB tine test or physician statement of positive reading not posing health threat.
- Physical examination within 6 months of employment indicating physical/health ability to perform this position.

Experience:

- Required - Employment or practicum experience working with infants, toddlers, preschoolers, and/or their families.

Additional Skills and Abilities

- Required - Strong interpersonal and communication skills to interact with children, families, team members, physicians, and professionals in related fields; organizational skills and ability to meet the paperwork demands of a large caseload; ability to appropriately observe professional boundaries with clients; ability to apply knowledge of child development in practice; ability to work a flexible schedule including some night visits.
- Preferred - Skills in conflict management, negotiation, and resolution, teamwork skills, ability to work amid distractions.

Working Conditions

Physical requirements

- Moderate to heavy physical exertion, including pushing, pulling, lifting, or carrying up to 50 pounds.
- Kneeling, stooping, sitting on floor, rising from sitting, walking, standing.
- Finger dexterity.
- Good vision.

Cognitive or Mental requirements

- Ability to read, write, and perform simple math.
- Ability to create methodologies and strategies to accomplish goals.
- Ability to analyze and synthesize data, develop plans, strategies, and outcomes based on data analysis.
- Ability to use common office equipment.
- Knowledge and use of common computer office software and email.

Working Environment

- Work is performed in an office shared by several people, therapeutic playroom, child-care setting or client home.
- Work includes driving to and from many settings.

Supervision

This position reports directly to a Team Leader and to the Program Director- ECI, and indirectly to the CEO of **The Warren Center**, for children with developmental differences.

My signature indicates that I understand and agree to the responsibilities of this job as described.

Date

Signature

My signature indicates that I understand and agree to the responsibilities of this job with the following reasonable accommodations: _____

Date

Signature

Accommodation accepted:

Date

Signature and Title