



OCCUPATIONAL THERAPIST JOB DESCRIPTION

Job Title: Occupational Therapist
Department: Clinic
Reports To: Clinic, Team Lead
FLSA Status: Exempt

MISSION

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

SUMMARY

Reporting to a Clinic Team Lead 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- 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
- Joint program planning
- Active agency participation and involvement
- Share self and knowledge with team members
- Supervise student interns or volunteers as appropriate
- Demonstrate professional conduct and ethical practice at all times
- Participate in continuing education and interagency exchange
- Serve as a resource for agency and community opportunities

EDUCATION AND EXPERIENCE

- Required - Minimum of a Bachelor's Degree from an accredited college or university in the field of occupational therapy
- Preferred - Master's Degree or higher
- Required - Employment or practicum experience working with infants, toddlers, preschoolers, and/or their families.

Licensure/Certification/Registration

- Required - Certified or registered or licensed or in process of applying for such licensure as required by state board or committee
- Adult, Child, Infant First Aid, CPR and AED certification

ADDITIONAL TECHNICAL SKILLS, TRAITS AND KNOWLEDGE

- 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 and 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.

EQUAL OPPORTUNITY EMPLOYER

The Warren Center is an Equal Opportunity Employer and we believe in an inclusive culture for all. The Warren Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TO APPLY

Please submit via email one PDF attachment that includes your cover letter in addition to your resume to careers@thewarrencenter.org. Include in the subject line "Clinic Occupational Therapist" and {First Name & Last Name}.

No phone calls please.