

## **POSITION DESCRIPTION**

**Position Title:** Licensed Occupational Therapist

**Budget Department:** Developmental Disabilities Department

**Reports To:** Developmental Disabilities Administrator

**FLSA Status:** Exempt

**Pay Grade Level:** 14

**Benefits:** Eligible for all permanent, regular, FT status benefits

**Other:** This is a full-time position. Could be shared by two part-time positions.

### **SUMMARY OF POSITION**

This position is responsible for providing evidence-based early intervention services under Wisconsin Chapter DHS 90, for families that are participating in the Birth to 3 Program through Wisconsin Department of Health Services (DHS) under Part C of the Individual with Disabilities Act (IDEA). The position provides developmental screens, evaluation, ongoing assessment, planning, consultation and direct services to families who have children with developmental delays or disabilities.

### **MINIMUM EDUCATION AND EXPERIENCE LEVEL REQUIRED:**

1. Master's degree in Occupational Therapy.
2. Prior experience with a knowledge of developmental disabilities and early childhood development required.

#### **Preference for:**

1. Experience working within transdisciplinary teams; experience with young children and families and experience in home visiting.
2. Knowledge of Birth to 3 services and prior participation as a member of the Birth to 3 early intervention team.
3. Knowledge of best pediatric occupational therapy practices.
4. Knowledge of cultural differences and adaption of planned programming based on such knowledge.

### **CERTIFICATION/PROFESSIONAL LICENSURE**

1. Licensed as an Occupational Therapist to practice in the State of Wisconsin.
- 2.

**If minimum education, experience, certification or licensure is required by program statutes or funding sources, pertinent information must be attached.**

### **OTHER REQUIREMENTS**

1. Must possess a valid Wisconsin driver's license throughout the term of this position as travel is required.
2. Must have access to a dependable personal vehicle.
3. Must have personal automobile insurance with minimum coverage limits of \$100,000/\$300,000.
4. Must successfully complete a Caregiver Background Check per Wisconsin Administrative Code DHS 12.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist in the identification, assessment, and intervention for children referred to and/or receiving services.
2. Evaluate children referred to the Birth to 3 Program using established evaluation procedures and standardized assessments.
3. Conduct observations in the child's natural environment or least restrictive setting.
4. Ensure that families receive accurate information in a timely manner.
5. Ensure families receive accurate explanations of the child's assessment and that they understand the scores.
6. Develop and provide coaching for family members to promote the child's development and encourage the child's participation in home and community activities as part of the Individualized Family Service Plan (IFSP) team.
7. Participate in multidisciplinary team, acting as team lead and/or service coordinator, as appropriate.
8. Attend all required training.
9. Comply with privacy laws and requirements under HIPAA regulations and understand the consequences of non-compliance.
10. Follow all safety procedures as required by organization policy and procedure and understand the consequences of non-compliance.
11. Bring issues of concern to Developmental Disability Administrator in a timely manner.

12. Report suspected abuse to Child Protective Services and Developmental Disabilities Administrator and complete all required documentation.

**POSITION SPECIFIC KNOWLEDGE & SKILLS**

1. Perform as an evidence-based practitioner.
2. Accept feedback in a professional manner and accept responsibility for job performance.
3. Develop and maintain all progress reports and documentation in a timely manner in compliance with regulations.
4. Conduct family assessments to identify strengths, interests, routines, activities, concerns, priorities and resources.
5. Use ongoing assessments practices to document a child/family's progress toward the families Individualized Family Service Plan (IFSP).
6. Maintain an effective and professional working relationship with families, co-workers and referral sources.
7. Have a flexible schedule with families to meet Individualized Family Service Plan (IFSP) outcomes.
8. Collaborate and coordinate with other community agencies when needed to support families in achieving their functional IFSP outcomes.
9. Ability to work effectively both independently and in a team environment.
10. Attend and participate in local and State Birth to 3 Regional and Team meetings.

**CORE KNOWLEDGE AND SKILLS**

1. Ability to effectively communicate orally and in writing.
2. Ability to establish and maintain effective working relationships with clients, supervisor(s), peers, service providers, and community partners in a way that supports the mission of the agency and the clients it serves.
3. Ability to comprehend and apply all applicable program standards set forth by Federal, State and agency requirements.
4. Computer literacy that allows for accurate and effective interaction and completion of reporting requirements.
5. Ability to abide by all policies and procedures of The Human Service Center including all documentation requirements and deadlines.
6. Ability to maintain the confidential nature of all consumer and business information per Federal and State regulations and agency policies and procedures.

**Environmental Conditions, Physical Demands and Tools & Equipment Used in this Position Attached**

**This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned or reassigned to this job at any time.**

**APPROVED:**

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

This job description has been discussed with me. I understand the responsibility of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Original: 7/6/16

Reviewed/Revised: 10/9/2017