



Occupational Therapist *Job Description*

Job Classification: Exempt, Full-time

Work Schedule: Forty (40) hours per week

Reporting Relationship: Vice President of Pediatric Services

Primary Accountabilities:

The Occupational Therapist will assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational and daily living skills, as well as general independence, to children with disabilities or developmental delays. This position impacts the quality and effectiveness of the occupational therapy services in the on-site outpatient program and off-site school-based programs. Children requiring occupational therapy intervention most frequently have a diagnosis of sensory integration disorder, developmental delay, autism, cerebral palsy, genetic disorders and other neurological and orthopedic conditions.

Major Duties:

- Performs occupational therapy evaluation of infants and children as prescribed by referring physicians.
- Interprets evaluation results and develop a treatment plan including functional goals.
- Determines appropriate frequency and duration of treatment.
- Implements evidence-based treatment for infants and children with disabilities, including involving families in treatment sessions for training and collaboration.
- Creates accurate and timely documentation using electronic medical records system.
- Communicates with intake coordinators and business office staff to schedule and bill services in an accurate and timely manner.
- Provides educationally relevant occupational therapy services to children in the assigned public schools, which may include evaluation, Individual Education Plan (IEP) development, direct service, consultation and training to school staff, and appropriate record keeping as required by the Special Education Director of that district.
- Collaborates with other members of the pediatric therapy department.
- Follows organizational policies.
- Performs all other duties as assigned.

Qualifications:

- Bachelor or Master degree in Occupational Therapy.
- Current registration with Kansas State Board of Healing Arts.
- Experience in pediatric occupational therapy preferred.
- Valid Driver's License with an acceptable driving history.
- Must pass background checks and drug test per agency procedures.
- Ability to communicate effectively, both verbally and in writing, with staff, clients and visitors.
- Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Works collaboratively with Capper Foundation staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the goals of Capper Foundation.



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- Ability to organize, plan, set priorities with minimal supervision and effectively handle multiple projects concurrently.

Physical Demands:

- Ability to perform work on a child's level to include sitting on floor, bending, stooping, kneeling and walking.
- Ability to read computer screens, e-mail and mail, talk on the phone for an extended period of time.
- Ability to move up to thirty (30) pounds.

Work Environment:

- Direct contact with individuals who are disabled and who may exhibit unpredictable behavior and uncontrollable outbursts.
- Sessions may be held in the clinic, school or other community settings.
- May work with individuals with Hepatitis B and/or other blood borne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date