



Job Description Occupational Therapist

Minimum Qualifications:

- B.S. (or equivalent) in Occupational Therapy
- Current Licensed Occupational Therapist in the state of Tennessee
- Experience with infants, children, and young adults with special needs
- U.S. citizen or eligible to work in the U.S.

Reports to/Directly Supervised by:

- Director of Clinical Services

Knowledge & Skills Requirements:

- Knowledge of developmental disabilities and pediatric neurological and musculoskeletal conditions.
- Knowledge of rehabilitative treatment techniques for children and youth from birth to young adulthood.
- Knowledge of regulations and practice standards for pediatric Occupational Therapy.
- Knowledge of and skill in using applicable equipment and instruments.
- Strong interpersonal, oral, and written communication skills.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in critical thinking in the performance of Pediatric Occupational Therapy.
- Skill in establishing and maintaining cooperative working relationships with others.
- Skills in maintaining good working relationships with community resources, referral sources, agencies, and colleagues.
- Skills in basic computer applications (MS Office, Electronic Medical Records)

Responsibilities:

The following duties/responsibilities are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities.

- Evaluations
 - Administer comprehensive Occupational Therapy evaluations including standardized assessment tools.
 - Write comprehensive reports summarizing the details of the evaluation, recommendations, and treatment plan including functional goals.
 - Communicate results of the evaluation to parents and members of the multidisciplinary team.
 - Provide Occupational Therapy/fine motor screenings and communicate results and recommendations to parents.



- Therapy
 - Provide effective individual pediatric Occupational Therapy treatment sessions.
 - Communicate progress and recommend home/classroom activities with parents and members of the multidisciplinary team.
 - Reassess, update, and discuss goals with family input.
 - Consult and work with SLPs and PTs as needed.
 - Contribute to the cleanliness and physical maintenance of the therapy room including thorough cleaning of the toys, straightening cabinets and shelves, organizing toys, replacing batteries, cleaning furniture and floors as needed.
- Documentation
 - Document Evaluations, Progress Reports and Treatment Notes accurately and according to clinic requirements.
- Meetings
 - Attend bi-yearly IPP meetings and provide progress summaries for parents and members of the multidisciplinary team.
 - Complete Continuing Education training as required to maintain licensure.
 - Attend mandatory staff meetings.
- Classrooms
 - Serve as consultant to classroom teachers regarding specific needs of the children.
 - Serve as a resource regarding facilitating gross motor development.
- Miscellaneous
 - Work as a team with therapists, teachers, and administration to ensure smooth and safe operation of High Hopes.
 - Communicate with families and others in a positive and consistent manner.
 - Serve as an ambassador for High Hopes to families, other professionals, and the community.
 - Maintain current CPR certification and first aid training.
 - Actively participate in 1 fundraising event at High Hopes.
 - Supervise OT students as needed.

Physical Requirements:

- Transition on and off floor mats during treatment sessions
- Transfer infants 10-20 pounds from the floor and carry 30–50-foot distances.
- Maintain floor sitting postures for 45-minute therapy session.
- Be able to move quickly to prevent patients with cognitive delays or limited safety awareness from self-injury and falls. This may include rising quickly from the floor and making other sudden movements.
- Utilize safe and appropriate transfer techniques for patients up to 150 pounds.
- Lift up to 50 pounds for carrying short distances.