

<p align="center">JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 07/01/91</p>	<p align="center">OCCUPATIONAL THERAPIST (REGISTERED OTR)</p> <p>Revised: 10/14/04; 8/13/12</p>
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* Denotes an Essential Function

Title: Occupational Therapist (Registered OTR)

Job Category: N/A

Code: OT

Minimum Education Requirements:

1. Must have completed an accredited education program and all fieldwork education requirements. All baccalaureate, post-baccalaureate certificate and professional master's programs are accredited by the American Medical Association and the American Occupational Therapy Association.
2. Must be certified by the Occupational Therapy Certification Board (OTCB) following successful completion of the national certification examination. Must be licensed if he/she works in a state that has state licensure laws; and must hold the appropriate credential required by the State education agency and local school district.

Minimum Experience Requirements: It is recommended that the occupational therapist have successfully completed a pediatric affiliation and have two years prior work experience.

Minimum Physical Requirements: Must be able to go up and down stairs, bend and lift, and perform therapeutic holds and escorts.

Duties and Responsibilities of the Position: The OT is responsible for assessment, planning, and goal development; for providing appropriate intervention services designed to enhance the client's potential for learning; to assist the client in acquiring those functional performance skills needed to participate in and benefit from the educational environment; and to help the client function independently.

Duties and responsibilities include:

- * 1. Carry out assessment and evaluation procedures.
- * 2. Plan and develop therapeutic intervention goals that are relevant and will be used in clients' programs.
- * 3. Follow a system of documentation that is professional, efficient, and accountable and that conforms to state and individual agency policy.
- * 4. Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and when appropriate, other professionals and agencies concerned with the clients.
- * 5. Provide consultation to the educational system regarding client needs, professional needs, and system needs in order for the system to achieve its goals and objectives.

- * 6. Perform behavior management (including passive physical restraint), life space interview, and therapeutic duties as stated in client's ISP.
- * 7. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- * 8. Maintain current licensure and/or certification as required for the position.
- 9. Maintain and account for the therapy budget, inventory, and equipment.
- 10. Attend staff and other school meetings when appropriate.
- 11. Facilitate in-service education and professional development for related service/occupational therapy staff.
- 12. Professionally supervise and monitor the job performance of assigned occupational therapy assistants and aides, if applicable.
- 13. Teach and supervise other professionals and paraprofessionals who are involved with the implementation of the intervention procedure to monitor occupational therapy program goals.
- 14. Communicate the needs of the occupational therapy program to the appropriate supervising school administrator.

Immediate Supervision:

Clinical – With Senior OT and/or peer designee or Program Director/APD if Senior OT is not available. Can include specific problem solving related to any area of service delivery (e.g. management, treatment ideas, evaluation techniques, documentation, writing objectives/goals, etc.)

Administrative – Allocation of hours between programs (if applicable) handled by Director of Educational Services. When working in specific programs, with Program Director/APD or designee. Can include administrative issues such as budget, therapy supplies, scheduling issues, coordination of OT services with other staff including effective communication strategies, non-OT treatment issues related to specific clients (e.g. specific behavior management, insight into students behavior/emotional issues, timeliness of paperwork for Spurwink deadlines).

Immediate Subordinates: COTA's, OT's as designated by the Director of Educational Services or designee.

Schedule of Employment: Exempt.

Other: As an employee of Spurwink, the OT is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients from diverse backgrounds, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Occupational Therapist may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date