

## **JOB DESCRIPTION**

**POSITION TITLE:** Occupational Therapist

**REPORTS TO:** Site Director

**SALARY RANGE:**

### **SUMMARY DESCRIPTION:**

The therapist works as a part of a team of colleagues to evaluate and provide treatment services to children. The therapist, a member of the IFSP/IEP team, evaluates and provides services to eligible children birth through 5 and ensures that services meet the requirements of the Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 as set forth in the Maine Department of Education Regulation Chapter 101.

### **REPRESENTATIVE TASKS:**

#### THE PARENT COMMUNICATION:

- Ensures that the therapist's role within Child Find process is explained to parents.
- Ensures that intake information is elaborated upon and elicits additional information from parents.
- Ensures that parents receive answers to their questions.
- Ensures that parents receive accurate information in a timely manner.
- Specific to the occupational therapy domain, ensures that parents receive accurate explanations of the results of the child's assessment.

#### EVALUATION AND ASSESSMENT

- Establishes rapport with children served.
- Conducts observations outside in the child's natural environment or LRE setting, as ordered by the IFSP/IEP team.
- Gathers and reviews documentation specific to the child's developmental history.
- Conducts interviews with parents to obtain information when specific to the child's required developmental history and selects and administers assessment and other evaluation materials that are non-discriminatory as ordered by the IFSP/IEP team.
- Determines the child's level of functioning and expresses that in a summary of evaluation results and diagnostic impressions in an evaluation report provided for the IFSP/IEP team.

#### RECORDKEEPING AND REPORT WRITING

- Ensures that the written evaluation that comports with Chapter 101 is completed in a timely manner.
- Contributes goals to the IFSP/IEP team and short term objectives where appropriate.
- Writes and maintains required reports for therapy to meet MaineCare and other regulatory requirements.

#### IFSP/IEP TEAM PARTICIPATION

- Ensures that evaluation findings are reported to the IFSP/IEP team.
- Assists the IFSP/IEP team with goal development based upon assessment results.

#### EARLY INTERVENTION OR SPECIAL EDUCATION AND RELATED SERVICES

- Provides occupational therapy services as specified by the IFSP/IEP.
- Communicates with CDS Case Managers and other providers through the course of a child's IFSP/IEP.

#### BILLING DOCUMENTATION (INSURANCE AND MAINECARE)

- Requests prescriptions and authorizations for referrals as required by CDS.
- Ensures proper billing to third parties, in accordance with CDS practice.
- Provides invoices to CDS in accordance with Case-e requirements.

#### OTHER:

- Any other appropriate duties the Site Director deems necessary.

### **MINIMUM QUALIFICATIONS:**

- State of Maine Occupational Therapist License
- Certificate of Clinical Competence
- Successful background, criminal records, fingerprinting and reference check.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- Working knowledge of child development, disabilities, family systems, and special education methods.
- Ability to interact with a wide variety of people.
- Ability to provide individual and group services in a variety of settings and models.
- Ability to establish an effective rapport/relationship with children and parent.
- Ability to work collaboratively as a member of an early childhood team.
- Ability to effectively communicate orally and in writing.
- Ability to maintain composure in stressful situations.
- Ability to adapt therapy techniques to varying personalities and environments.
- Ability to travel to a variety of locations to deliver services.
- Ability to treat and motivate young children.