

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Occupational Therapist

Department: Health and Human Services

Reports to: K.I.D.S. Coordinator

Pay Grade: Occupational Therapist
Professional – 3rd line

Date: October 30, 2012

Hours Per Week: 28

PURPOSE OF POSITION

The position is responsible for providing occupational therapy services to children with seen and unseen disabilities. The purpose of the position is to identify child and family outcomes, assess needs, identify and authorize appropriate services, monitor on-going services, connect children and families to other community services, in order to maintain children in the community with their family. This position works under Richland County Health and Human Services Children's Services Unit.

As a member of the Integrated Family Services Plan (IFSP) Team, actively participates in relationship based early intervention through the use of evidence-based, natural learning practices to enhance the development of infants and toddlers with developmental delays and disabilities; and to enhance the capacity of families and other care providers to provide ongoing learning opportunities for these children throughout daily activities and routines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Programming

- Evaluation and assessment of children to identify delays in social, emotional, cognitive communication/ language and other areas of development in line with the Wisconsin Birth to Three eligibility criteria;
- Write evaluation/ assessment reports
- Participation in Individual Family Service Plan meetings, IEPs, and transition planning meetings with parents, schools and other professionals;
- Development and implementation of activities, techniques and strategies for children, parents and other care providers utilizing evidence based, natural learning practices;
- Provide other supports and information on community resources as needed;
- Responsible for evaluating/assessing the needs of referred children and formulating treatment plans. Services must be offered in the child's home.
- Develops and implements effective client treatment plans to restore, compensate or adapt for loss of client function.
- Plans and administers occupational therapy treatments in accordance with federal, state and professional standards governing the agency and their discipline.

- Works cooperatively with parents, caregivers, physicians, case managers, and other individuals involved with the care and treatment of the child.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.

Communication with Parents

- Schedule home, community and joint visits;
- Provide appropriate information of typical development;
- Inform parents of available community resources related to child's development;
- Gather information through effective parent interviewing;
- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services;
- Complete annual program plans as required for BTT program;
- Provide strategies for home/day care programming using a coaching style of interaction;

Communication with Other Professionals

- Participate in joint home visits with other providers as determined by IFSP;
- Request consultations as needed and provide consultation to other staff upon request;
- Report observations and progress in case notes;
- Work cooperatively with other service providers, physicians, school districts, and community agencies to provide coordinated services to families on caseload;
- Attend clinic visits, visit child care settings, and visit school programs as requested;
- Participate in staff meetings, team meetings and trainings, and be present for in-service trainings as requested;
- Participate as a team member in child find and outreach activities as requested;

Office Responsibilities

- Maintain current, accurate and appropriate documentation of activities with children on caseload;
- Submit timesheet and mileage according to agency policy;
- Submit billing as required;
- Respond to e-mails and phone calls;

Other Responsibilities

- Complete other duties as assigned by the K.I.D.S. Coordinator and the Children's Services Manager;
- Follow State, Federal, and Health and Human Services policies, regulations, and protocols;
- Responsible for proper documentation according to policies and procedures;
- Follows Universal Precautions and all other OSHA required Programs and Procedures;
- Other duties as assigned by the County Board, Health and Human Services Board, and state rules and regulations;
- Arrange work schedule as necessary or directed to meet the program and consumer service needs;
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Bachelor's degree in Occupational Therapy from an accredited school; Masters degree preferred.
- Occupational Therapist License from the State of Wisconsin Department of Regulation and Licensing is required.
- One year of experience working with persons with developmental disabilities required, two years preferred.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children’s Services Manager during the intake and ongoing case management process.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Children’s Services Manager Signature

Date

Date