



**The Arc of Shelby County, Inc.
Position and Description**

Position Title:	Occupational Therapist
Reports To:	Director of Children's Services
Location:	Primarily Community-Based
Standard Hours:	As determined by Program Director
Classification:	Non-Exempt; Hourly
Provides Supervision To:	NA

SUMMARY OF PRIMARY JOB FUNCTIONS

The Occupational Therapist is a professional working in The Arc of Shelby County's Early Intervention program, providing community-based instruction and coaching to families and infants and toddlers with developmental delays. The Occupational Therapist regularly communicates with other EI team members in order to provide coordinated services to families and children.

A. Responsibilities – Essential Functions

1. Evaluation and assessment of children referred to or receiving Early Intervention to identify movement dysfunction or other developmental skill deficits.
2. Provide written evaluation results, progress notes and other reports as required.
3. Prepare and maintain quality documentation as required by The Arc of Shelby County and funding sources.
4. Provide evidence-based intervention and consultation to infants, toddlers and their parents.
5. Provide counsel and assistance in the development of family service plans.
6. Provide consultation to other individuals (team members) involved in providing services to each child.
7. Teach and collaborate with families and caregivers to increase their understanding of how to improve/facilitate appropriate skills.
8. Assist caregivers in adapting and modifying the environment as needed to help children function as independently as possible.
9. Monitor and reassess the individualized programs as needed in conjunction with the early intervention service coordinator.
10. Serve as Primary Provider of services to infants and toddlers and their families as determined by EI team.

B. Ancillary Functions

11. Participate in program staffing meetings and provide information relevant to services to children.
12. Participate in full agency staff meetings.
13. Other duties as assigned that further the mission of the organization.
14. Adheres to federal and state legislation, regulation and policies that affect occupational therapy practice.
15. Participate in continuing education for professional development to ensure practice consistent with best practice and to meet Alabama licensure requirements.

C. Work Environment

Primarily field-based work—homes, childcare centers, and other community settings. Environment might include distractions such as television, other children present and other noises; low or over-bright lighting. Work may be stressful at times.

D. Physical Requirements

Requires ability to work around individuals with developmental disabilities duties in a variety of community settings. Work surface or parking areas may be uneven and difficult to maneuver. Must be able to lift and carry children. Regularly required to stand, walk, sit, stoop, kneel, bend or crouch. Manual dexterity sufficient to operate a computer, telephone, copier and other office equipment as necessary. Requires normal range of hearing and vision. Requires driving locally and out of town.

E. Qualifications/Education

1. At least a Master's Degree in Occupational Therapy.
2. Certification by National Board of Certification in Occupational Therapy.
3. State of Alabama License.
4. Experience working with infants and toddlers and/or preschoolers with developmental delays.
5. Knowledge of child development.
6. Skilled in effective oral and written communication.
7. Computer skills, including word, database functions and spreadsheets.
8. Valid driver's license and proof of acceptable automobile insurance.

F. Competencies

1. Ability to function as team member.
2. Ability to take leadership role.
3. Belief in family-centered service delivery.
4. Belief in inclusiveness.
5. Ability to function with a minimum of supervision.

Employee Signature

Date