

## Job Description: Occupational Therapist

### **Professional Requirements:**

1. Must hold a Bachelor's or Master's Degree from a program accredited by the American Occupational Therapy Association as well as the American Medical Association.
2. All fieldwork must be completed.
3. Must be certified by the Occupational Certification Board (OTCBA) following successful completion of the National Certification Examination.
4. Must be licensed in the State of Illinois.
5. A minimum of 3-5 years experience with either school based or pediatric therapy is preferred.

### **Duties and Responsibilities:**

1. Maintain current Illinois License.
  2. Coordinate, recommend and implement best practice for assessment and evaluation procedures.
  3. Facilitate inservice education and professional development for professional staff.
  4. Advise and consult staff in problematic issues related to Occupational Therapy Services.
  5. Project staffing needs and caseload.
  6. Other duties as requested by the Superintendent.
  7. Ensure the provision of consultation to the educational system regarding student needs, professional needs and school district needs.
  8. Coordinate Training to school staff to assist in the implementation of OT goals.
  9. Completion of documentation, including, but not limited to:
    - a. Progress notes/quarterly progress reports
    - b. Records of attendance
    - c. Case study components
    - d. Documents necessary to initiate services
    - e. Evaluations, reassessments and screening reports
    - f. IEP reports and paperwork
    - g. Billing logs, 3<sup>rd</sup> party billing information
  10. Attendance at collaborative conferences when OT services are indicated or suspected.
  11. Communication of results of evaluation and reports for OT services to the educational staff, parents and students, and other agencies as appropriate.
  12. Supervision of Occupational Therapy Assistants, including:
    - a. Insure that regular onsite visits are completed and documented.
    - b. Discuss intervention strategies and goals.
    - c. Insure adequate completion of documentation of services .
    - d. Provide treatment and intervention guidance to assistants.
  13. Participate in continuing education to promote personal and staff development.
  14. Recommend, obtain and maintain equipment needed for therapy goals.
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