

## Occupational Therapy Department Duties & Responsibilities for Occupational Therapist



- **Clinical**
  - Function as an active member of a treatment team.
  - The Occupational Therapist must report to Head of OT Department.
  - Work with clients, consultants, staff, families and community to implement child's treatment plan.
  - Effectively respond to and manage crisis situations.
  - Openly flexible and responsible in working with multiple students at one time, when necessary
  - Serve as a substitute when a staff is absent.
  - Compile reports and clinical notes based on sessions, ensuring all aspects of the sessions including parent discussions are documented for liability purposes. Clinical notes should reflect good clinical reasoning and best practice possible.
  - Meet with prospective clients and orient them to the department, staff, assessment and treatment procedures and address any other concerns.
  - Address any current client queries and strive to resolve them within a respectable time frame.
  
- **Administrative**
  - Keep himself/herself updated on and implement department specific policies and procedures such as: assessment policy and procedure, referral policy and procedure.
  - Upon resignation or termination, prepare, before her/his notice period is complete, progress reports for all clients that she/he has been treating for 3 months or more.
  - All reports should be printed, signed and handed to the Operations Department for filing once completed.
  - Develop program schedules to meet objectives of individual educational plans.
  - Attend all meetings as requested by parents, HOD, Management and others.
  - Document, follow-up and inform Management on all environmental safety issues.
  - Follow CDC policies and procedures.
  - Assist in developing new activities for the resource file.
  
- **Training**
  - Attend and participate in meetings, fundraisers, and other CDC Sponsored events.
  - Actively participate in staff training programs designed to increase overall skills.
  
- **Outreach**
  - Coordinate and plan (create agenda) quarterly clinic meetings with families in professional and organized manner.
  - Ensure timely follow-up on clinic agenda.
  - Coordinate all communications with families and serve as liaison for outside community contacts.
  - Mediate parent's concerns and provide positive support for student and family issues.
  - Solicit parent input for development of educational and clinical programs.
  - Ensure student attendance is documented.

- **Physical**

The physical requirements here are representative of those which must be met by an employee to successfully perform the essential functions of all direct care therapy:

- Administer protective holds, movement following the ergonomic principles.
- Block student movements against the student weight (40-250 pounds).
- Physical interventions in response to aggressive and self-injurious behavior.
- Able to move quickly and confidently to intervene when situations requiring protective holds and/ or movements as deemed necessary.
- Pursue bolting student when necessary.
- Successfully complete required training (non-violent self-defense) as mandated by CDC.

- **General**

- Must have a Bachelors' degree in Occupational Therapy.
- Must have at least 3-5 years of working experience with children across a range of developmental delays including those with ASD.
- Implement all safety and emergency procedures as instructed by CDC.
- Show a positive and supportive attitude toward CDC and its policies.
- Accept and utilize feedback from staff and supervisor(s).
- Communicate clearly and effectively with staff, particularly in performance evaluations.
- Contribute to a supportive and cohesive work environment.
- Create and maintain programming that encourages client independence and self-management skills.
- Behave respectfully and sensitively to cultural and religious norms and values at all times.
- Communicate in a professional and respectful manner with parents, therapists and clients.
- Establish and maintain cooperative relationships within a multidisciplinary team.
- Present oneself in a polished, professional demeanor at all times.