

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Occupational Therapist – EI (PT)

**BEGINNING
SALARY RANGE:** \$18.03 - \$22.94 per hour

**POSITION
DESCRIPTION:** Provide comprehensive occupational therapy services to meet occupational needs of children enrolled in Early intervention as assigned. Serve as Primary Service Provider for early intervention children assigned to caseload.

- DUTIES:**
1. Provides Occupational Therapy services in the child/family home or other natural environment(s) where the child participates in his/her daily routines using a teaming approach based on adult coaching in which one member is a primary service provider and receives supports from other team members.
 2. Prepares professional reports and records as required including IFSP Reviews and Evaluation Team Reports. Ensures the confidentiality of all such information.
 3. Performs evaluations and assessments in a team atmosphere, makes recommendations to team/family for IFSP occupational outcome development, complete required portions of the ETR.
 4. Maintains required billing, casenotes and time keeping and submits in a timely manner.
 5. Develops and implements functional occupational outcomes and strategies for the IFSP according to policy, procedures and the law.
 6. Shall participate in ongoing Early Intervention team meetings and consult with other team members when necessary to meet the needs of the families.
 7. Provides training to families and staff concerning all phases of occupational development.
 8. Implements intake and eligibility procedures for children 0-2, as required.

RESPONSIBLE TO: Early Childhood Supervisor

HOURS: Part Time (29 hours per week) - Flexible

QUALIFICATIONS:

1. Ohio Occupational Therapy License as issued by the Ohio Board of Occupational and Physical Therapy.
2. Bachelor's Degree
3. One year through three years of experience working with children birth to five, preferred.
4. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
5. Must provide proof of liability insurance on personal vehicles.
6. Obtain and maintain First Aid, Infant/Child and Adult CPR certification
7. Ability to define problems, collect data, draw conclusions.
8. Ability to assess the occupational needs of children and to provide appropriate therapeutic services to remediate deficit areas.
9. Establish and maintain good rapport with children, staff, parents other professionals and the public.
10. Communication Skills
11. Organizational Skills
12. Ability to work effectively as a member of the interdisciplinary team.
13. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

CONTACT: Chris Calvelage, HR Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: December 4, 2017

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** Until Filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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