



## Meeting Street

### JOB VACANCY NOTICE

Posted: 9/28/09

**Job Title: Early Intervention Occupational Therapist**  
**Supervisor: EI Clinical Supervisor/OT Mentor**  
**Position Supervised (if any):**

**Program: E.I.**  
**Working Hours: F/T 40 hrs**  
**Job # 200016**

*Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.*

**1. Summary of main duties:** To evaluate infants and toddlers (0-36 months) in order to identify needs, develop, implement and document appropriate occupational therapy treatment program, which achieves quantifiable results.

**2. Job Duties:**

1. Provide formal and informal evaluations assessing functional capabilities of infants and toddlers on assigned caseload.
2. Review the results with clients and families when indicated.
3. Develop and implement specific goals with measurable outcomes in the Individualized Family Service Plan in conjunction with the IFSP team.
4. Maintain all Early Intervention documentation including EIMIS forms and written documentation of all evaluations, goals, occupational therapy treatment plans, progress rates, and communication with doctors and families, in accordance with agency formats in a professional manner and in compliance with established time frame.
5. Participate actively, cooperatively as a member of a multidisciplinary team member to provide instruction and guidance to ensure the goals of the infant, toddler, and family as stated in the Individual Family Service Plan.
6. Assess, aid in measurement and/or fabrication, and provide justification for adaptive equipment used to facilitate and enhance child's mobility, positioning, and independent function. Adaptive equipment to include in house as well as personally owned equipment.
7. Provide consultation and home programs for the families/caregivers to facilitate goals as identified in the Individualized Family Service Plan.
8. Able to work in individual/group treatment setting.
9. Keep a written record of equipment on loan.
10. Physically able to perform duties.
11. Perform other duties as directed or required.
12. Provide own transportation to meet job needs.

**3. Professional standards, job experiences, training and/or education needed:**

**A. SKILLS**

- Able to drive and have own vehicle.
- Good/excellent organizational and time management skills.
- Ability to maintain confidentiality and deal with people effectively and cooperatively.

**B. PROFESSIONAL AND LEGAL STANDARDS**

- Occupational Therapist will perform their duties according to the State of Rhode Island's practice act and Rhode Island Department of Human Service Early Intervention Certification Standards.
- Report suspected violations including those of a business associate
- Licensure as a registered Occupational Therapist in the State of Rhode Island.

**C. EXPERIENCE**

- Pediatric experience preferred.
- Familiar with standard equipment used in evaluation/treatment of pediatric

**D. TRAINING AND EDUCATION**

- Education requirements for licensure by the State of Rhode Island.

*For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette ext.280*

**To apply for this position, please submit a completed Job Vacancy Application to:**

**Doris Brissette, Human Resources Manager**

**Forward Resume to: (Please refer to job #'s 200016 when applying)**

**Doris M. Brissette**

**Human Resources Manager**

**Meeting Street**

**1000 Eddy Street, Providence, RI 02905**

**Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)**