



## Meeting Street

### JOB VACANCY NOTICE

Posted: 8/24/11

<b>Job Title: Staff Occupational Therapist</b>	<b>Program: Outpatient Services</b>
<b>Supervisor: Manager of Occupational Therapy</b>	<b>Working Hours: F/T 40 hrs</b>
<b>Position Supervised (if any): COTA &amp; COTA students when applicable</b>	<b>Job # 300068</b>

*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 clients in order to identify needs, develop, implement and document an appropriate occupational therapy treatment program, which achieves quantifiable results.

#### **2. Job Duties:**

1. Provide formal and informal evaluation of functional capabilities of clients on assigned caseload. Review results with clients and their families when indicated.
2. Develop and implement individual treatment programs addressing specific goals with measurable outcomes. Schedule clients to meet requirements of Plan of Care.
3. Maintain written documentation of all evaluations, OT treatment plans, progress notes, and communication with doctors, families, and outside providers in accordance with agency formats, in a professional manner, and in compliance with an established time frame.
4. Participate actively, cooperatively and constructively as a member of a multidisciplinary team. Provide instruction and guidance to ensure that the clients' goals are integrated into a comprehensive program.
5. Assess, fabricate and/or prescribe adaptive equipment used to facilitate and enhance client's function. Maintains and orders therapeutic equipment, splinting supplies and evaluation protocols
6. Provide consultation and home programs for the students and their families/caregivers to facilitate the goals identified in their Plan of Care. Keep a written record of equipment on loan.
7. Attend team meetings as directed.
8. Supervise COTA (when applicable). Assign caseload and treatment schedule. Periodically observe COTA treatment. Meet regularly with COTA and provide ongoing consultation. Act as a resource. Participate in annual performance review.
9. Perform other duties as directed or required.

#### **3. Professional Standards, Experiences, Training and/or Education Needed:**

##### **A. SKILLS**

- Familiarity with standard equipment used in evaluation/treatment of pediatric population; computers including adaptive peripherals; power wheelchair including multiple access capabilities; sewing machine and splinting equipment.
- Effective and cooperative when dealing with people.

##### **B. PROFESSIONAL AND LEGAL STANDARDS**

- Licensure as a registered occupational therapist from the Rhode Island Department of Health
- Certification by the National Board for Certification in Occupational Therapy as a registered Occupational Therapist
- Occupational Therapy Standards of Practice and Code of Ethics
- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate or contractor

C. EXPERIENCE

- Pediatric experience is preferred

D. TRAINING AND EDUCATION

- Bachelor's Degree or Master's Degree from AOTA - approved program in Occupational Therapy.

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

**Application Deadline:**

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

Forward Resume to: (Please refer to job # **300068** 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)