



Meeting Street

Job Title: Occupational Therapist

Supervisor: Director of Program

Program: Early Intervention, Therapeutic Services, School Programs

Working Hours:

Position Supervised (if any): COTA & COTA students when applicable

Job #:

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.

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.

Essential Functions:

- Provide formal and informal evaluation of functional capabilities of clients on assigned caseload. Review results with clients and their families when indicated.
- Develop and implement individual treatment programs addressing specific goals with measurable outcomes.
- Maintain written documentation of all evaluations, OT treatment plans and progress notes in accordance with agency formats, in a professional manner, and in compliance with an established time frame.
- Participate actively, cooperatively and constructively as a member of an multidisciplinary team. Provide instruction and guidance to ensure that the client's goals are integrated into a comprehensive program, inside and outside the agency.
- 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.
- Provide consultation and home programs for the students and their families/caregivers to facilitate the goals identified in treatment. Keep a written record of equipment on loan.
- Participate in special agency projects and committees as requested. Act as a member of committees related to discipline and/or special skill area.
- Represent the agency as requested.
- 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. Complete formal midterm and final evaluation.
- Maintain level of competence and update professional knowledge and skills (journals, conferences, workshops, in-services etc.).
- CPR training.
- Assist in the evacuation of babies, children and clients during fire drills or other emergencies.
- Perform other duties as directed or required.

Professional Standards, Job Experiences, Training and/or Education Needed:

Skills:

- Licensure as a registered Occupational Therapist in the state of Rhode Island.

Professional and Legal Standards:



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- Licensure 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

Experience:

- Pediatric experience is preferred.

Training and Education:

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

Forward Resume to:

Doris M. Brissette

Human Resources Manager

Meeting Street

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