



<b>Job Title:</b>	Occupational Therapist	<b>Program:</b>	Occupational Therapy
<b>Classification:</b>	Occupational Therapist Grade II	<b>Grid Level:</b>	Determined based on experience
<b>Bargaining Unit:</b>	HSP	<b>Reports to:</b>	Executive Director

### Position Summary

The Occupational Therapist is responsible for all aspects of caseload management by utilizing clinically accepted procedures to assess, plan and carry out occupational therapy programs either directly or through training caregivers and community to reach each client's maximum potential. This position reports to the Executive Director.

### Target Population

Children aged birth to school age

### Typical Duties and Responsibilities

- Screen, assess and evaluate the Occupational Therapy needs of families and clients, in accordance with the established practices of the profession of Occupational Therapy aged 0 to 6 years.
- Using a family centered model, collaborates with the family to provide direct and indirect services for a designated caseload, consisting of: screening; assessment; goal setting; therapy; monitoring co-ordination and consultation. Therapy/intervention may consist of 1:1 or group therapy. Provide home programs when required. Evaluates treatment progress regularly.
- Maintain up to date statistical recording and recording of services provided, including direct and indirect intervention; goals; progress notes; evaluation and discharge.
- Advises family, caregivers on choosing and ordering appropriate equipment. Utilizes loan cupboard where appropriate.
- Provide information, education and include family members in all aspects of service delivery. Consult with family and caregivers to where service will be provided. Research additional resources available and have knowledge of agencies and programs in the community to make referrals to when appropriated.
- Create reports based on information obtained during sessions to share with families and Centre staff involved with the child as required.

- Participate as a collaborative member of an interdisciplinary team and participates in regular meetings for the purposes of interdisciplinary coordination and planning of services.
- Participates in departmental and agency meetings as required.
- Conduct groups, training and information sessions, and workshops to educate community, parents and professionals when deemed appropriate.
- Be familiar with applicable Outreach Therapy policies and procedures.
- Assist in maintenance of equipment.
- Mentorship of practicum students and/or volunteers as required.
- Assist with orientation for new Outreach Therapy staff as required.

This job description is not intended to be all – inclusive. Employees may be required to perform other related duties, within classification, to meet the ongoing needs of the organization.

### **Qualifications**

- Masters in Occupational Therapy.
- Eligible for membership in C.A.O.T.
- Registered with C.O.T.B.C.
- 2-5 years Pediatric experience or training preferred.
- Excellent oral and written communication and interpersonal skills.
- Familiarity and/or experience with a family centered collaborative service model.
- Knowledge of group processes and facilitation techniques an asset.
- Valid First Aid Certificate / CPR as required.
- Valid driver's license and available vehicle/transportation with adequate insurance.
- Criminal record check clearance.
- Must be physically capable of performing all aspects of the position.
- Computer literacy.