

JOB DESCRIPTION # 47.2

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Occupational Therapist

JOB CATEGORY: Therapy Services Staff

REPORTS TO: Program Director

BASIC FUNCTIONS: Provide direct support to students including assessments and Occupational Therapy related activities. Perform the required training and documentation necessary for group and individual student goal achievement with a focus on occupational therapy integration. Provide staff training as warranted.

QUALIFICATIONS: B.A. degree in Occupational Therapy, currently licensed by the Massachusetts Board of Registration of Allied Health Professions, certified or registered member of the American Occupational Therapy Association, and must have at least one (1) year experience in the area of developmental disabilities. Valid driver's license required.

SCHEDULE: This is a full time position with hours primarily 8:00 a.m. to 4:00 p.m.

RESPONSIBILITIES/OBJECTIVES:

- With team, to evaluate students needs in individual areas.
- To evaluate participants' needs in the area of fine motor, perceptual motor and gross motor skills, or others as identified by the TEAM.
- With team, to design and implement instructional programs on both an individual and group basis to meet each individual's functional therapy needs.
- Provide assistance as needed for program student's personal care needs including dining, toileting and transfers.
- To implement or directly supervise implementation of group and individual gross motor programs.
- To train staff in the implementation of instructional programs relative to each individual's habilitation plan.
- To prepare written evaluations and progress reports on participants as necessary.

- To develop and monitor the therapeutic basis for the program's curriculum.
- Perform in-service trainings for staff as warranted and assigned.
- To treat students with respect, dignity, and in an age and culturally appropriate manner.
- To make recommendations for purchase or construct adaptive devices and equipment as needed by individuals and for group programming.
- Be familiar with, and assist in the implementation of, the Seven Hills Foundation Policies & Procedures, the site's Program Specific Policies & Procedures and the regulations governing the program.
- To perform additional duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to drive. Ability to lift up to 50lbs. on occasion. Ability, with training, to perform appropriate physical restraint as needed.

STATUS: Non-Exempt.

STATE CONTRACT CROSS REFERENCE TITLE: Occupational Therapist #111

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date