



## **JOB DESCRIPTION # 47**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Occupational Therapist

**JOB CATEGORY:** Therapy Services Staff

**REPORTS TO:** Assistant Vice President

**BASIC FUNCTIONS:** Provide direct support to individuals served including providing assistance in personal care activities. Perform the required training and documentation necessary for group and individual participant 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 \_\_\_\_\_ time position with hours primarily \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

### **RESPONSIBILITIES/OBJECTIVES:**

- With team, to evaluate participants' needs in the area of activities of daily living.
- To evaluate participants' needs in the area of fine motor, perceptual motor and gross motor skills.
- With team, to design and implement instructional programs on both an individual and group basis to meet each individual's functional therapeutic needs in conjunction with valued social roles.
- Provide assistance as needed for program participants' personal care needs including dining, toileting and transfers.
- To implement or directly supervise implementation of group and individual gross motor programs.
- To transport participants as assigned.
- To assist the Program Manager in the screening of prospective participants.

- To train staff in the implementation of instructional programs relative to each individual's habilitation plan.
- To provide direct supervision of Certified Occupational Therapy Assistants as assigned.
- To prepare written evaluations and progress reports on participants as designated by DMA regulations and as deemed necessary by the Therapist and Program Manager.
- To develop and monitor the therapeutic basis for the program's curriculum.
- Participate in activities as a member of the Interdisciplinary Team.
- Perform in-service trainings for staff as warranted and assigned.
- To foster the growth of individuals by teaching and offering opportunities for choice, initiation and risk taking.
- To treat individuals with respect, and 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.
- To coordinate consultant physical therapy services provided by the program.
- To act as a role model providing contextual training of staff in the integrated therapeutic model.
- To be familiar with the Program's overall operation as established by written description of services and organizational information.
- 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 assist in physical interventions and complete a pre-employment physical.

**STATUS:** Exempt.

**STATE CONTRACT CROSS REFERENCE TITLE:** Occupational Therapist #111

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date