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STATEMENT OF FUNCTIONS AND REPONSIBILITIES

JOB TITLE: Occupational Therapist

JOB FUNCTIONS:

- Work involves developmental screening/assessment, occupational therapy services and consultation with family members and other professionals working with the family.
- Educate family members and caregivers on different intervention strategies to facilitate active involvement and carry-over at community settings.
- Work is performed in such diverse settings as clinic, client homes, family day care homes, day care centers, or other community settings.
- Follow Individualized Service Plan, plan ongoing treatment, and interprets goals and treatment plan to parents and makes recommendations for further developmental assessments as needed
- Participate in monthly agency staff meeting
- Prepares progress reports at six month intervals and annual reviews
- Maintains client records and submit them to agency within established deadlines.
- Other duties assigned by immediate supervisor within scope of work.

REQUIREMENTS:

EDUCATION: Master Degree in Occupational Therapy

EXPERIENCE REQUIRED: 1-2 years of experience working with children birth – 5 is preferred but open to train new graduates. Be able to work with some degree of independence within established policies, procedures, and professional guidelines.

SPECIAL REQUIREMENTS

Must possess Texas license to practice Occupational Therapy

I have read and understood the job functions and requirements for the position in which I have been hired:

Authorized Signature: _____ Date: _____