
Job Title: Occupational/Physical Therapist

Department: Early Intervention

FLSA Classification: Salary Exempt

Reports to: Program Director

Hours: Flexible

JOB SUMMARY

Provide therapy services, utilizing a parent-coaching model, primarily to infants and toddlers from birth to three years of age and their families. Services are provided in natural environments including family home, or other community settings. Function as member of collaborative and supportive multidisciplinary team.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities

1. Communicate effectively with Director, Billing Administrator and FRC's.
2. Assess motor and adaptive skills in infants and young children with or at risk for developmental disabilities and complete written assessment summary. Administer evaluations for ESIT eligibility and complete written report within 7 workdays.
3. Knowledge of current ICD coding for insurance billing.
4. Communicate results of assessment and recommendations to family/caregivers, multi-disciplinary team members as well as other medical, educational and social service professionals
5. Participate in the ongoing development and implementation of Individual Family Service Plans (IFSP) promoting parent-directed priorities and outcomes.
6. Schedule home visits with families and maintain list of appointments in Outlook calendar and on agency server.
7. Provide 50-minute treatment sessions, through both direct therapy and parent coaching, and produce written documentation in the form of a SOAP note within 24 hours of each session.
8. Ensure compliance with best practices in occupational or physical therapy and early intervention as well as Sherwood Community Services policy and procedure.
9. Participate in continuing education activities. Remain current in training requirements as required to maintain licensure as well as meet requirements of agency contracts with DDA, insurance & ESIT.
10. Check and respond to email daily (scheduled working days) and respond accordingly. Listen to voice mail messages at least twice per working day. Make arrangements with program director for other duties when caseload permits.
11. Attend agency and team meetings as required by Director.

12. Demonstrate basic computer competency; or assume responsibility for taking classes in order to gain mandatory competency.

MINIMUM QUALIFICATIONS

1. Education
 - Required: Professional certification and Licensure in occupational or physical therapy according to minimum standards of the State of Washington
2. Experience
 - Desired: Experience in pediatric therapy
 - Desired: Experience with sensory integration
 - Desired: Experience with adaptive equipment
3. Other required Knowledge, Skills and Abilities:
 - Commitment to designing and implementing services which respond to family needs and support families and young children with delays in their communities
 - Ability to collaborate with multiple professionals as part of child study team
 - Must hold valid Washington State Driver's License and be prepared to provide proof of automobile insurance
 - Must pass criminal background check

EQUIPMENT USED

- Computer, including basic use of Microsoft Office Suite.
- Phone
- iPad
- Standardized evaluation tools
- Adapted equipment and positioning devices

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
 - Sherwood offers a positive work environment that this position, as part of a multi-disciplinary team, would need to cultivate through positive leadership and a responsible, consistent work ethic.
 - This position requires ability to multi-task, decision-making, creative thinking, troubleshooting and follow-through.
- 2 Physical Requirements
 - Able to comfortably work in a variety of community settings including family homes and child care as well as an office environment

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

- Ability to access homes which may have a variety of accessibility issues including, but not limited to, steep staircases without railing, extended distance from parking to home entrance and uneven ground or obstacles in or outside of the home.
- Therapy activities may include working on the floor, stooping, kneeling, reaching and lifting children and equipment up to 25 pounds.

3 Working Conditions

- Must be able to drive up to 75 minutes between home visits.
- Must be able to drive at night and in inclement weather conditions.
- Varied conditions in the field as well as indoor office

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

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