

**POSITION: Occupational Therapist**

**ORGANIZATION: Hopewell Center**

**STATUS: Full-time**

**WORK SCHEDULE:**

**DIVISION: Children's Services**

**FLSA STATUS: Non-Exempt**

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Performs occupational therapy evaluations for infants and toddlers referred to the program, including testing/measuring strength, motor development, sensory perception, functional capacity, and respiratory and circulatory efficiency;  
Maintains detailed records, analyzes client data, and prepares assessment reports and appropriate treatment plans as required;  
Serves as member of multi-disciplinary team, and develops or assists in developing and implementing Individualized Family Service Plans;  
Conducts direct individual and group occupational therapy sessions with toddlers and infants, including instructing, motivating and assisting in performing various sensorimotor activities;  
Operates a motor vehicle for various functions, such as visiting client homes, attending conferences, performing assessments and consultation, and conducting therapy sessions;  
Attends and/or conducts in-service training programs and provides consultation to agency personnel as needed;

REQUIREMENTS:

Bachelor Degree in Occupational Therapy and possession of valid license to practice occupational therapy in Indiana;  
Experience working with developmentally-delayed/at-risk children;  
Possession of or ability to obtain a Certificate of Clinical Competency in Occupational Therapist from the State of Indiana;  
Thorough knowledge of and ability to make practical application of theories and methods in testing and evaluating fine motor skills of developmentally-delayed/at-risk children;  
Working knowledge of Individualized Family Service Plan guidelines, with ability to develop and implement appropriate goals and objectives to address individual fine motor and self-help needs;  
Working knowledge of standard English grammar, punctuation, and spelling, with ability to maintain accurate, detailed records/files and prepare various reports as required;  
Ability to effectively communicate orally and in writing with co-workers, developmentally-delayed/at-risk children and their parents/guardians.  
Ability to attend and conduct in-service training programs and provide consultation to agency personnel;  
Ability to follow all personnel policies and rules of the agency, and maintain confidentiality of records and information as required.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.