

JOB DESCRIPTION

JOB TITLE: Occupational Therapist

DEPARTMENT: Early Intervention Program

SUPERVISION: Special Education Coordinator and/or Director

SALARY: D. O. E

CAREER STATUS: Permanent Full Time

GENERAL STATEMENT:

Occupational Therapy staff shall provide therapy based on engagement in meaningful activities of daily life (such as self-care skills, education, work, or social interactions) to enable and encourage participation in such activities despite impairments or limitations in physical or mental functioning in an early childhood setting.

DUTIES AND RESPONSIBILITIES:

1. Provide appropriate screening, evaluation, reevaluation and/or ongoing assessment using developmentally appropriate tools in a timely manner to determine whether developmental milestones, goals and/or outcomes are being achieved and whether intervention plans should be revised following IDEA and Wyoming Chapter 7 Rules & Regulations for children with disabilities birth to age 5.
2. Provide regular individual reflective supervision to COTA and/or classroom staff members by directly observing, providing verbal and/or written feedback, for the successful implementation of specific outcomes, IEP goals, objectives, specialized programming, etc. for specific children.
3. Provide direct services in a variety of settings with respect to culture, educational background with a scope of understanding to children, parents & outside agencies.
4. Maintain competency with ongoing participation in continuing education relevant to one's practice area.
5. Attend scheduled monthly mandatory EIP Staff Meetings and therapist meetings (Black Book) to provide timely & pertinent information to promote positive team collaboration.
6. Attend scheduled Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) meetings as an active team member and service provider.
7. Keep an organized method of documentation, work schedule, reports, meetings, etc. to ensure accurate & timely service provision.

8. Meet with the Program Director and/or Special Education Coordinator as needed to discuss the successful implementation of services with suggested improvements to the Early Intervention Program.
9. Follow program calendar, policies and procedures as an employee of the Early Intervention Program & Eastern Shoshone Tribe.
10. Maintain confidentiality for all children and families of the program.
11. Adhere to Wyoming Child Seat Safety Laws for the transportation of students and/or families
12. You may be asked to provide limited transportation when an alternate driver is unavailable
13. Adhere to Wyoming Child Protection as a Mandatory Reporter of suspected child abuse & neglect.
14. Attend and participate in special events, possibly outside of regular business hours, as a representative of the Early Intervention Program as requested by the Director.
15. Perform other job-related duties as assigned by the Director.

Performances standard and evaluation factors:

- Shoshone Tribes Employee Performance Evaluation after 90-day probation period
- Shoshone Tribes Employee Performance Evaluation on a yearly basis
- Shoshone Tribes Personnel Policies and Procedures Manual for Employees

QUALIFICATIONS:

- Minimum Qualifications: Current Wyoming State Occupational Therapy License
- Preferred Qualifications: Experience working with birth to 5 and/or children with special needs.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date