

Chittenden Central Supervisory Union Job Description

Job Title: Occupational Therapist

SUMMARY:

Plans, organizes, and conducts occupational therapy program in school setting to facilitate development and rehabilitation of mentally, physically, or emotionally disabled persons by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans program involving activities such as manual arts and crafts.
- Provides practice in functional, prevocational, vocational, and homemaking skills, and activities of daily living.
- Coordinates participation in sensorimotor, educational, recreational, and social activities designed to help patients or disabled persons develop or regain physical or mental functioning or adjust to disabilities.
- Consults with other members of rehabilitation team to select activity program consistent with needs and capabilities of individual and to coordinate occupational therapy with other therapeutic activities.
- Selects constructive activities suited to individual's physical capacity, intelligence level, and interest to upgrade individual to maximum independence, prepare individual for return to employment, assist in restoration of functions, and aid in adjustment to disability.
- Teaches individuals skills and techniques required for participation in activities and evaluates individual's progress.
- Designs and constructs special equipment for individual and suggests adaptation of individual's work-living environment.
- Requisitions supplies and equipment.
- Lays out materials for individual's use and cleans and repairs tools at end of sessions.
- Conducts training programs or participates in training medical and nursing students and other workers in occupational therapy techniques and objectives.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **CERTIFICATES, LICENSES, REGISTRATIONS:** Must hold a valid Occupational Therapist license in the State of Vermont.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.