

JOB DESCRIPTION

Unlimited Possibilities (UP) is an Equal Employment Opportunity (EEO) employer: We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

Title: Manager of Occupational Therapy	
Dept: Therapy Services	Classification: Salaried, Exempt
Reports to: Director of Clinical Services	Updated: 9-8-22

POSITION SUMMARY

Provide comprehensive occupational therapy services to children birth to 22 years of age with or at risk for developmental delays, and disabilities to help them reach their maximum potential and be active members of society. This includes assessment, consultation and treatment in individual and group sessions as well as participation and contribution to multi-disciplinary evaluations and programs. Works with Director of Clinical Services to coordinate occupational therapy services to patients including scheduling of therapists and clients. Works with Director of Clinical Services to educate and clinically instruct staff to provide current and effective Occupational therapy services.

DUTIES AND RESPONSIBILITIES

Quality of care: 50%

- Completes standardized developmental assessments and evaluations.
- Designs and provides individualized occupational therapy to clients in the therapy center and telehealth
- Provides education and training to parents/caregivers.
- Assists in communicating with physicians and medical personnel.
- Collaborates with other professionals involved in the clients care as appropriate.
- Screens for and reports abuse and neglect.
- Provides community resource information as needed.

Program Coordination and Administration: 50%

- Communicates with Director of Clinical Services, staff occupational therapists, COTAs and schedule team regarding case management issues.
- Communicates with doctors and/or other medical professionals regarding recommendations and/or changes in services.
- May schedules and confirms clients.
- Makes recommendations regarding the acquisition of therapeutically needed equipment and supplies.
- Works with scheduling department to coordinate scheduling of wait list patients and ongoing patient schedules
- Conducts assessment of new referrals.
- Provides in-service training and support to therapy staff and peers.
- Provides clinical and administrative training to all new onboarding staff members.
- May need to attend transition meetings with school district and Regional Center representatives.
- Prepares reports:
 - Developmental Summary Reports
 - Recommendation reports – as needed
 - Progress Notes

Evaluations and re-evaluations as needed

Discharge Reports

- Completes internal documentation including daily attendance notes and billing in EMR sheets
- Tracks and reviews monthly productivity statistics and quarterly goals for all team members.
- Attends meetings: Therapy Staff Meeting- twice per month; Leadership Meeting-one per week; All UP Staff Meeting-one per quarter; Occupational Therapy Department Meeting-one per month; Scheduling Meeting-as needed.
- Participates in planning, scheduling, supervision and education of Occupational Therapy students as part of short term and long-term clinical affiliations
- Supervises Occupational Therapy Assistants including treatment planning, goal assessment, co-signing daily notes and completing progress notes/reassessments as primary occupational therapist
- Complete annual performance and competency reviews for all current therapy staff members.
- Supervision of at least two therapy interns/volunteer staff.
- Provides relevant information for marketing purposes and collaborate with philanthropy department as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to represent UP in an ethical and professional manner.
- Ability to exhibit UP values including the ability to focus on producing positive results, use resources wisely and effectively, demonstrate compassion, empathy and respect, respond to community needs with innovative solutions, and foster inclusion of entire family in consumer's life.
- Creative problem solving abilities.
- Ability to handle inconsistencies, interruptions, and pressure.
- Strong written and oral communication skills including persuasive speaking (both one-on-one and in a group setting); ability to listen and respond to questions effectively.
- Ability to work both collaboratively and independently.
- Ability to work effectively with diverse groups of people.
- Ability to organize, prioritize and meet deadlines.
- Ability to exercise discretion and independent judgment and reach logical, practical decisions.
- Ability to maintain confidentiality and exercise discretion in the performance of duties.
- Patience, initiative, enthusiasm, adaptability, resourcefulness.
- Proficiency in Microsoft Office, Outlook, Internet, and database management.
- Ability to speak Spanish is desirable.
- Comprehensive knowledge of both typical and atypical growth and development.
- Working knowledge of intervention techniques within the practice framework for Pediatric Occupational Therapy.
- Clean and puts away equipment after every therapy session
- This is primarily a center-based position requiring moderate physical activity. Employee may be required to stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Noise level in the work environment is usually moderate.

The physical demands and work environment characteristics 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.

REQUIREMENTS

- Graduation from an accredited occupational therapy school.
- Maintain current license from California Board of Occupational Therapy.
- Registered (OTR) from National Board for Certification Board of Certification in Occupational Therapy.
- Minimum of five-year pediatric job experience
- Must successfully pass job-related drug screen, DOJ background check and registry, and be eligible for acceptance by our company commercial auto policy based upon DMV report with annual review thereafter.
- This position requires local travel. Must provide proof of valid CA driver's license, automobile insurance and reliable transportation upon hire & at expiration thereafter.
- Provide proof of negative tuberculosis test result; maintain clearance once a year.
- Complete & maintain Infant/Child/Adult CPR/First Aid training or provide proof of certification.

I have read these job descriptions and will adhere to them:

Signature

Date