

## JOB DESCRIPTION

July 2020

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **EARLY INTERVENTION OCCUPATIONAL THERAPIST I, II & III**

#### **General Purpose:**

An Early Intervention Occupational Therapist I, II & III is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Early Intervention Occupational Therapist provides occupational therapy assessment and treatment to children, birth to 36 months, and their families who qualify for early intervention services.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Provides occupational therapy services to special needs children, birth to 36 months, in the natural environment.
- Gathers and interprets data to evaluate child needs as a basis for treatment planning.
- Provides assessments in all required developmental areas and identified areas of concern to determine eligibility.
- Makes recommendations about intervention frequency, duration and discharge.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IFSP scheduling.
- Interprets evaluation findings to parents and the Individual Family Service Plan (IFSP) and transdisciplinary teams.
- Collaborates with IFSP team members in regards to the child's progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IFSP is required in advance of IFSP.
- Develops intervention plans including measurable goals and objectives with strategies for meeting them.
- Provides service coordination as designated on the IFSP when working as designated case manager.
- Attends IFSP when requested by case manager or when acting as case manager.
- Coordinates intervention plan with parents and other members of the IFSP team.
- Implements early intervention services within the following service delivery approaches: transdisciplinary, relationship based, strength based, reflective practices and family focused.
- Monitors child's response to intervention and modifies strategies as indicated to attain goals.
- Identifies, evaluates and designs adaptive equipment to assist child in self care, fine motor and sensory activities.
- Provides training, direction and supervision for caregivers and transdisciplinary team members as assigned.
- Develops appropriate home or community programming to maintain and enhance the performance of children in their natural environments.
- Recommends termination of service when benefit has been achieved.
- Collaborates with peers in developing recommendations for protocol and procedures.
- Assists in developing transition plans for children moving to other environments.
- Works cooperatively with personnel from the child's district of residence during

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- transition process and/or agencies providing services to the child or family.
- Participates in professional growth activities in special education and in pediatric occupational therapy.
- Adheres to policies and procedures of Placer County Office of Education (PCOE), Placer Special Education Local Plan Area (SELPA) and assigned sites.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

##### **Occupational Therapist I**

- A Bachelor's degree or higher from an accredited college or university with a major in occupational therapy is required.

##### **Occupational Therapist II**

- Evidence of attainment of a MA/MS degree in Occupational Therapy or at least one of the following:
  - Sensory Integration Praxis Test Certification
  - Neuro-Developmental Treatment Certification
  - Advanced Practice Certification-Swallowing Assessment, Evaluation and Intervention
  - Board Certification in Pediatrics
  - Equivalent certification based on administrator approval
  - 100 hours of pediatric specific continuing education

##### **Occupational Therapist III**

- Evidence of attainment of an OTD degree in occupational therapy or at least two of the following:
  - Sensory Integration Praxis Test Certification
  - Neuro-Developmental Treatment Certification
  - Advanced Practice Certification-Swallowing Assessment, Evaluation and Intervention
  - Board Certification in Pediatrics
  - Equivalent certification based on administrator approval
  - 100 hours of pediatric specific continuing education

#### **Experience:**

##### **Occupational Therapist I**

- Two years experience in occupational therapy with a primary focus on pediatric clients.

##### **Occupational Therapist II**

- Two years of successful work experience comparable to that of an Occupational Therapist I with PCOE.

##### **Occupational Therapist III**

- Five years of successful work experience comparable to that of

an Occupational Therapist II with PCOE.

**Knowledge, Skills and Abilities:**

- Knowledge of child growth and development.
- Knowledge of early childhood assessment tools and procedures, with in-depth knowledge in motor development and sensory processing.
- Knowledge of common disabling conditions of children.
- Knowledge of typical and atypical child development.
- Knowledge of theory and practice of occupational therapy as applied to infants and children.
- Knowledge of neuromuscular function and dysfunction, kinesiology, the modalities, skeletal anatomy, basic pathology involved in neuromuscular and orthopedic disabilities and the objective of occupational therapy treatment for physical disabilities.
- Knowledge of strategies and methodologies in early intervention.
- Knowledge of special education law relative to occupational therapy services.
- Knowledge and ability to support the parent/child relationship and facilitate parent involvement.
- Knowledge of family dynamics and systems and how it impacts child development and knowledge and ability to provide resources to the family.
- Skills and ability to administer appropriate assessments
- Skills and ability to interpret history and assessment data.
- Skills and ability to design and implement appropriate intervention strategies.
- Skills and ability to communicate clearly and concisely both verbally and in writing.
- Skills and ability to work effectively with parents, community and transdisciplinary team.
- Skills and ability to function as a positive, contributing member of a transdisciplinary team.
- Skills and ability to develop a schedule and manage time effectively.

**Required Testing:**

- Applicants may be tested.

**Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess current certification as an Occupational Therapist from the National Board of Certification of Occupational Therapists and current licensure from the California Board of Occupational Therapy.
- Must possess valid CPR Certification.

**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office or school environment, family/caregiver home, community setting, and involves continuous contact with staff, family members, and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.

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- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Early Intervention Occupational Therapist I: 42.0  
Early Intervention Occupational Therapist II: 44.0  
Early Intervention Occupational Therapist III: 46.0

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 9-18-20

Human Resources: \_\_\_\_\_

Date: 9-18-20