



Occupational Therapist, Registered/Licensed

SUMMARY: Under general supervision provides and oversees Occupational Therapy (OT) services under the Individuals with Disabilities Education Act for special needs students at MPS facilities.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, oversees, and implements individual and group occupational therapy services and therapeutic activities for special needs children, according to the Individualized Education Program (IEP).
- Conducts evaluations and screenings to determine student eligibility for OT services; participates in multidisciplinary team meetings to review assessments, develop goals, write IEP, and develop staffing and informational plans.
- Manages OT caseload, monitors students, documents all observations and therapy results, compiles data, and maintains case files,
- Prepares and reviews reports for MPS program requirements, and for reimbursement billing.
- Coordinates OT services to meet North Dakota Department of Public Instruction regulations on implementation of the Individuals with Disabilities Education Act.
- Provides in-service training for MPS educators, staff, caretakers, and students; maintains equipment, treatment area, and supply inventory; provides intervention services as needed.
- Determines assistive technology equipment needs for clients; consults with classroom staff on students' positioning needs, activity recommendations, movement strategies, and group activities.
- Supervises, schedules, trains, and evaluates Occupational Therapy Assistants
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Occupational Therapy; AND two years of OT experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- MPS policies and procedures.
- OT techniques and procedures, treatment regimes, intervention strategies, and professional rules of conduct.
- Public health and safety protocols and health maintenance issues for children and young adults.
- Gross Motor Development milestones and norms.
- North Dakota Department of Public Instruction regulations on implementation of the Individuals with Disabilities Education Act.
- Construction, use, and care of orthopedic appliances and equipment to assist with mobility and posture.
- Principles of record keeping and confidential records and file management.

Skill in:

- Supervising operations of OT services work group.
- Effectively performing OT services for children and young adults, including the use of adaptive equipment and assistive technology.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Promoting and enforcing safe work practices.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. Occupational Therapist Registered/Licensed (OTR/L) certification with the State of North Dakota is required. Certification from the National Board for Certification in Occupational Therapy, Inc. (NBCOT) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in standard office and classroom environments; full manual dexterity and visual acuity are required. May be required to lift and carry up to fifty (50) pounds.