

Job Description
Occupational Therapist, Early Intervention Program
Child and Youth Services

Summary:

The Occupational Therapist performs assessments and provides direct intervention and consultation services to children, their families and caregivers. Using a family-centred, strengths-based approach, the Occupational Therapist helps children develop to their maximum potential. The Occupational Therapist is a sole charge position that works collaboratively with the Early Intervention Team and reports to the Manager, Child and Youth Services.

Key Duties and Responsibilities:

- Plans and implements the Occupational Therapy Program in accordance with Sunshine Coast Community Services policies.
- Screens referrals to the OT Program to determine eligibility for services and to identify clients requiring additional services.
- Provides follow-up to initial consultation including assessment, therapy, review consultation, family education and/or coordination with other community partners.
- Develops an intervention plan in collaboration with families to meet the needs of the client as identified in the assessment process.
- Completes assessments and develops intervention plan for feeding and swallowing problems.
- Conducts therapy sessions with individuals or groups, monitors progress and reviews the effectiveness of such programs.
- Develops appropriate caseload management strategies: i.e.,
 - prioritization;
 - goal directed treatment programs;
 - wait list management strategies;
 - statistical information;
 - evaluation procedures.
- Performs specialized assessments and techniques.
- Provides goal directed treatment programs.
- Provides families with the necessary skills to be an active member of the treatment team.
- Provides and maintains reports for medical records as outlined by the professional associations.
- Provides workshops regarding prevention, early identification, early intervention and strategies to families/caregivers, daycares/preschools and other community partners.
- Initiates and participates in community activities to promote the importance of prevention, early identification and intervention.
- Maintains comprehensive knowledge of the current state of clinical best practice and evidence based research as related to occupational therapy.
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- Maintains client records and client files in keeping with program manual and SCCSS policy, including entering statistical data in the electronic clients' record system for SIRF.

- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Collaborates with the Program Manager to develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
 - Monitors time spent on program components to ensure effective and efficient case and program management.
 - Collects monthly and annual statistics to determine program effectiveness and to guide Program development.
 - Reports to and prepares briefs for the Program Manager regarding program status, statistics and needs, as requested.
- Researches and orders supplies/equipment/materials and maintains inventory
- Performs advocacy role for the special needs population in the community
- Assists the Program Manager in creating a learning environment for students and volunteers.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Champions ongoing compliance with accreditation standards, new standards and CARF requirements.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

Qualifications and skills required:

- A degree in Occupational Therapy from an approved university program.
- Current registration with COTBC.
- Pediatric experience, at least one year is preferred.
- Good working knowledge of the Local, Provincial, and Federal legislation and regulations as relevant to the work.
- Experience working effectively and in a non-judgmental manner with clients from different cultures, ethnicity, and socio-economic backgrounds.
- Experience with program planning, evaluation and report writing
- Experience working in the non-profit sector is an asset.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the clients.
- Proven ability to work collaboratively across programs and with community partners.
- Strong computer skills in Microsoft Office suite and experience with an electronic client records management system.
- First Aid Certification.
- Excellent communication and organizational skills.
- Master multi-tasker able to identify and act on priorities.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required to meeting and events across the Coast.
- Strong knowledge of SCCSS programs and services.

Working Conditions

- This position works in a variety of locations included family residents, community settings and a typical office environment.
- This position may work alone, one-to-one with families or individuals, with little to no supervision.

Physical Requirements

- Sitting for extended periods of time and computer use.
- Lifting and moving of general office supplies and other therapy related supplies/equipment.
- Lifting and holding, handling babies and children.
- Sitting and playing on the floor with infants and children.
- Active/Physical play with infants and children

Organizational Relationships

This position reports to the Program Manager, Child and Youth Services