

## JOB ANNOUNCEMENT

**(Please see end of document for application information)**

**Position:** Occupational Therapist  
**Department:** Early Learning and Family Services  
**Reports To:** Lead Family Resources Coordinator  
**Salary Level:** DOE (Candidate offers consider experience, qualifications and internal equity)  
**Status:** Exempt (Professional)  
**Schedule:** PT (30 hrs/wk; Monday to Friday)  
**Location:** Cornwall Ave.  
**Benefits:** The Opportunity Council provides a strong benefits package that includes paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

**JOB SUMMARY:**

The person in this position works as a member of a trans disciplinary team serving families/caregivers and their children ages' birth to 3 years with disabilities by acting as the primary service provider for an assigned caseload of 20+ families. The scope of work includes responsibility for completing evaluation of children to determine initial eligibility for services. It also includes the coaching and training of other team members, including parents/caregivers, in the area of occupational therapy and the development of motor skills.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

1. Completes evaluation of children for determination of eligibility for services. May complete the evaluation of children transitioning from Part C to Part B services.
2. Completes initial and ongoing assessment of children using specific tools and protocol.
3. Actively participates as a member of a professional team that includes parents/caregivers, teaching and therapy staff and Family Resource Coordinator (FRC) staff. Attends weekly Primary Coaching Team meetings for this purpose.
4. Works with families/caregivers and FRC staff to develop and update Individual Family Services Plan for assigned families and children.
5. Acts as primary service provider for assigned caseload of families and children, working in partnership with the parent/caregiver to make service delivery decisions, i.e., frequency, duration, and location for services.
6. Provides services in natural environments such as the families' homes or child care settings.
7. Provides services that occur within each family and child's functional and meaningful daily routines.
8. Provides consultation and training for parents/caregivers and other team members.
9. Maintains all required recordkeeping, documentation and reporting in a timely manner primarily through the use of 2 databases (local and state).
10. Collaborates with other service providers around coordinated services for caseload families.
11. Provides consultation and training to other program within the ELAFS Department, such as Head Start, ECEAP, Early Head Start and Child Care Resource and Referral.

**OTHER RESPONSIBILITIES:**

1. Attends appropriate training.
2. Participates in ICC meetings.
3. Performs other related duties as assigned.

**EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:**

1. Master's degree in Occupational Therapy.
2. A minimum of three years' experience working with children ages birth to 5 years.
3. Washington State license to practice as an Occupational Therapist, which must be maintained.

**SKILLS AND ABILITIES REQUIRED:**

**Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.

- **Critical Thinking:** Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- **Integrity:** Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- **Customer Orientation:** Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- **Cultural Competency:** Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- **Organizing and Planning:** has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.
- **Industry Knowledge:** understands the general workings of classroom teaching, within which the organization functions; monitors activities and trends within these arenas and maintains a current knowledge base.
- **Composure:** maintains emotional control, even under ambiguous or stressful circumstances; demonstrates emotions appropriate to the situation and continues performing steadily and effectively.
- **Sensitivity:** values and respects the concerns and feelings of others: behaviors communicate empathy toward others, respect for the individual, and appreciation of diversity among team members
- **High Standards:** establishes and models standards that guarantee exceptional quality and necessary attention to detail; continually seeks to improve processes and products.

**ADDITIONAL SKILLS AND ABILITIES REQUIRED:**

1. Competence in developing, facilitating and evaluating individual service plans for young children with special needs.
2. Organizational skills including planning, coordinating and facilitating services, documentation and record keeping, and time management.
3. Interpersonal skills with the ability to establish strong working relationships with team members, families, child care providers, pediatric therapists, pediatric doctors and public preschool teachers.
4. Excellent language skills including an ability to read and express self clearly both verbally and in writing.
5. Demonstrated ability to relate in a supportive, non-judgmental manner to families of varying cultural, educational and socioeconomic backgrounds.
6. Ability to develop public awareness, and access resources.
7. Computer skills, including the ability to create & maintain accurate electronic information necessary to perform duties and maintain records in required database programs and general agency software programs and systems.

**OTHER SKILLS**

R = rarely

O = occasionally

F = frequently

Activity	R	O	F
Follow one or two step instructions			
Carry out detailed but uncomplicated instructions			
Solve practical problems			
Arithmetic calculations involving fractions, decimals, %			
Follow verbal or written instructions			
Exchange basic information or data			
Interview to gather information			
Advise others on alternatives/options			
Coach and counsel			
Communicate and maintain composure			
Public speaking/presentations			
Explain specialized data/info in understandable terms			
Compose routine correspondence			
Compose reports			
Compose complex correspondence			
Proofread written communication			
Creative writing			

Equipment:

Computer/printer

iPad

Copier/fax/scanner

Telephone

Data base software

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = rarely      O = occasionally

F = frequently

Physical Activity	R	O	F
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			
Repetitive motions (keyboard/data entry)			
Lifting/Carrying: <b>60 pounds</b>			

Sensory Activities	R	O	F
Talking (in person/on phone)			
Hearing (in person/on phone)			
Vision for close work			

**ADDITIONAL REQUIREMENTS UPON HIRING:**

1. Must have TB test and submit test results prior to hire date.
2. Must submit to a criminal records check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
3. Must submit abstract of driving record for previous 3 years prior to start date.
4. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.
5. Must have valid Washington State Driver's License or obtain by date of hire.

**WORKING CONDITIONS:**

Work is generally performed in a variety of home, childcare, and/or office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Regularly requires local travel from the office to the homes of families we serve, childcare sites, as well as for community networking, meetings, special workshops and training's, and other job-related activities.

**TO APPLY:**

Application and application instructions may be found at: [www.opcco.org/employment/](http://www.opcco.org/employment/)

Paper copies of the applications may be picked up at:

Opportunity Council  
1419 Cornwall Ave.  
Bellingham, WA 98225

**Position open until filled (*Applications will be reviewed weekly*)**

**A private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EEO**