



ROLE PROFILE

Director of Occupational Therapy

Role Title: Director of Occupational Therapy

Job Family: Therapeutic Services

Supervisor: Clinic Director/CEO

Direct Reports: Staff Occupational Therapists

Main Purpose of the Role: Direct and oversee the occupational therapy program and staff of the occupational therapy department in order to ensure and maintain quality of services, including but not limited to client and family success, department and facility growth. Facilitate development and rehabilitation of patients with mental, emotional and physical disabilities by planning and administering medically prescribed occupational therapy.

Duties and Responsibilities:

- Support Clinic Director/CEO and encourage staff to adhere to policies and procedures, including the values and attitudes that allow The Emerge Center to obtain its mission.
- Supervision/Training – Supervise and train Occupational Therapists, Certified Occupational Therapists, therapy technicians and other employees as assigned
- Scheduling - Assist OT's and COTA in coordinating work schedules and assignments according to workload, and coordination with other Emerge services, ABA, Psychology ESA and Speech Therapy services
- Management –
 - Process referrals and maintains waitlist for evaluations
 - Process referrals and maintains waitlist for OT services
 - Maintain list of OT clients and payment source to provide updated information to OT department to ensure payment of insurance coverage, co-pays, private pay, Medicaid, etc
 - Maintain list of equipment and equipment needs of the OT department
 - Periodically Review occupational therapy reports/ notes
 - Compile and analyze clinical stats to ensure productivity and manage growth
- Communication/Collaboration –
 - Respond to calls/inquiries and referrals to the program, in conjunction with social worker

- Communicate and interact with community members including but not limited to incoming families and/or others interested in The Emerge Center as needed.
- Attend department head meetings
- Facilitate OT department meeting
- Participate in Facility staff meetings
- Participate in provider meetings
- Participate in parent/family conferences
- Program Development - Participate in Program development for OT department, in conjunction with Clinical Director/CEO
 - Participate in Program development for Future and current Emerge Programs (Bloom), in conjunction with the Clinic Director/CEO
 - Assist in developing strategic and long-range plans for the OT program and other programs established by The Emerge Center
- Development - Participate in the development of procedures, reporting forms, and records to manage the OT, in conjunction with the Clinic Director/CEO
 - Develop, educate and train therapy technicians on group activities that address Program (Bloom and OT) goals
 - Develop instructional material and provide in-service and community based educational programs
- Perform any other duties deemed necessary by the Clinic Director/CEO
- Occupational Therapy Services –
 - Perform Evaluations - Assess and interpret evaluations and test results; determining occupational therapy treatment plans in consultation with the family/caregiver to increase independence in client's functional activities of daily living.
 - Treatment Plans – Knowledge and skill to develop treatment plans that address but not limited to the following: muscle tone, range of motion, orthopedic/splinting needs, movement analysis, visual motor skills, visual perceptual skills, sensory motor processing, social skills, functional skills, and activities of daily living.
 - Treatment - Promotes independence by selecting and constructing therapies according to the individual's physical capacity, intelligence level and interest.
 - Identify and facilitate client in engagement of meaningful and healthy occupations
 - Develop, improve, sustain, or restore skills in activities of daily living (ADL), work or productive activities, and play or leisure
 - Develop, remediate, or restore sensorimotor, cognitive, or psychosocial components of performance
 - Assess, recommend and educate on adaptive equipment and its use.
 - Education - Assures continuation of therapeutic plan by designing and instructing patients, families and caregivers in home exercise programs; assistive technology, and other resources.

- Communication - Maintain communication with parents and physician through progress reports or other communication measures.
- Participate in parent/family conferences
- Participate in team conferences
- Documentation - Responsible for timely documentation of evaluation results, daily notes, billing, progress notes, discharge reports, attendance reports, insurance authorizations and justification as needed.
- Provide occupational therapy services to patients enrolled at the Emerge Center and/or Emerge School for Autism
- Outreach - Participate in community education programs that focus on issues relating to needs of clients and occupational therapy as needed.
- Professional Development - Maintain professional clinical competency by attending continuing education and workshops in the areas of pediatrics
- Time Management - Use good time management skills
- Adhere to agency safety policy and procedures, values and attitudes of The Emerge Center to ensure its ability to obtain its mission

Qualifications:

	Required	Preferred
Qualifications	<ul style="list-style-type: none"> ● Masters of Science Degree from a college or university having an accredited school of occupational therapy or Grandfathered BS. ● Current license by the State of Louisiana ● Completion of pediatric affiliation/internship or pediatric experience preferred. ● Current CPR or obtain within 3 months ● Lift and transfer children (minimum of 25 lbs) ● Participate in handling and floor activities with children ● Working knowledge and use of assessment tools used to evaluate children ● Computer experience preferred especially EHR 	
Experience	<ul style="list-style-type: none"> ● Minimum 3-5 years' experience 	<ul style="list-style-type: none"> ● Pediatric experience

Prior Knowledge	<ul style="list-style-type: none"> • Therapeutic use of meaningful and purposeful occupations • Therapeutic use of self • Adaptation of environments and processes to enhance functional performance in occupations • Promotion of health and wellness through engagement in valued occupations • Graded tasks and activities as pre requisites to engagement in occupations • Design, fabrication, application, or training in the use of assistive technology or orthotic devices • Application of physical agent modalities as an adjunct to or in preparation for engagement in occupations 	<ul style="list-style-type: none"> • Sensory motor processing techniques • Neuromuscular re-education • Feeding therapy and oral motor training/retraining
Team Work	<ul style="list-style-type: none"> • Collaborate with Emerge Center Leadership Team • Facilitate and foster teamwork among OT department • Collaborate with therapeutic teams within Emerge • Engage families as team members in the care of their child 	

Essential Job Functions

- Spend considerable time stooping, kneeling and crouching.
- OTs move heavy equipment.
- Assist with patient transfers and lifts or help them turn, stand or walk.
- Must follow proper body mechanics and procedures for lifting/moving patients.
- Ability to lift/move fifty (50) pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity

Director of Occupational Therapy Services

Clinical Director