



## *Pediatric Occupational Therapist Job Description*

### **Company**

At PlaySteps for Developing Kids (Menlo Park, CA), our mission is to provide high quality occupational therapy services for children. In a nurturing, child-centered environment, we support development in the areas of sensory processing, motor coordination, and the myriad functional skills built upon these areas. Our clients range in age from toddlers to teenagers, with most falling in the three to ten-year-old range. Some have significant medical or educational diagnoses, while others have only mild developmental issues and may not require any other type of educational, medical or therapeutic support. We work closely with parents and others involved in each child's care, with the goal of providing services that are meaningful within the context of the child's life.

Join our staff and become part of a collaborative environment where you'll have regular contact with other creative therapists to exchange ideas and support, and know your work is valued and your ideas respected. We also offer the freedom to manage the size of your caseload as well as competitive pay.

### **Position Summary**

Planning, evaluating, organizing and conducting pediatric occupational therapy programs to facilitate growth in sensory-motor development. The OT will administer occupational therapy evaluations and assessments to determine a child's level of function relative to age in such areas as fine/gross motor skill development, sensory motor integration, sensory modulation, self-care and activities of daily living. The OT will develop a treatment plan and monitor progress for each child on his/her caseload. This position requires independent clinical judgment, well-developed communication skills, and the ability to work well with coworkers and families of clients. Position is 3/5ths time with potential full time.

### **Position Qualifications**

Minimum Education:

Graduate of an accredited School of Occupational Therapy and licensed in the State of California.

Minimum Experience:

One+ years of clinical experience in a pediatric therapy setting preferred. Proficiency in conducting evaluations in pediatric clinic-based setting. Required skills include planning, administering, scoring and interpreting tests related to development in both sensory processing and motor coordination. Effective written and oral communication skills are also required throughout this process.

Required Certification and/or Registration:

Registration with the National Board for Certification in Occupational Therapy (NBCOT)

Licensed by the California Board of Occupational Therapy (CBOT)

### **Position Accountabilities**

- Administer pediatric occupational therapy to children in a clinic setting, and occasionally on location in schools or homes.
- Conduct in-depth evaluations which include both standardized testing and structured clinical observations, typically requiring two to three hours of testing time, followed by scoring and clinical interpretation. A parent conference and a detailed assessment report are also provided for each evaluation.
- Determine areas of concern, identify goals, and develop treatment plans for clients.
- Document results concisely and accurately of client's evaluation, treatment, follow-up and termination of services.
- Maintain thorough, up-to-date treatment notes on each client.
- Develop appropriate home programs for clients when applicable, demonstrating developmental strategies for perceptual, motor and sensory improvement.
- Provide direction, training, and assistance to interns and volunteers assigned to the occupational therapy program.
- Record payments of clients, and hand-deliver printed receipts (prepared by our office manager) once a month to parents/nannies when they arrive for their child's session.
- Demonstrate positive interaction with co-workers, clients and families, treating all with respect and responsiveness to their needs.
- Demonstrate adaptability to new people, procedures, and situations.

- Listen openly and apply suggestions made by director.
- Attend staff and in-service meetings, with the opportunity to occasionally lead a portion of the in-service training.
- Exhibit knowledge of health and safety for the children and yourself, including Cal/OSHA standards.
- Follows AOTA guidelines for ethical and high-quality job performance.
- Arrive to work promptly and demonstrate good time management skills.
- Identify own continuing education needs, and pursue continuing education courses.
- Perform related duties as assigned.

**Physical Demands:** Moderate physical effort (lift/carry/push up to 25 lbs), standing/walking, occasionally lifts supplies and/or equipment, occasional reaching, stooping, bending, kneeling, and crouching, manual dexterity and mobility.

Please send resume and cover letter to Jeff Marks, Director, at [jeff@play-steps.com](mailto:jeff@play-steps.com).