

POSITION DESCRIPTION

Position Title:	Birth to 3 Early Interventionist Occupational Therapist	Exempt/Salary
Supervisor:	Director	

POSITION SUMMARY

The Occupational Therapist Early Interventionist actively participates in evidence-based practice through relationship-based intervention. This position meets the purposes of early intervention as written in federal and state law: to enhance the development of infants and toddlers with disabilities and delays; and to enhance the capacity of families to meet the special needs of their infant and toddler with disabilities and delays. This position agrees to conduct herself/himself as a professional at all times when representing Birth to 3 at UCP, in accordance with the UCP Standard of Conduct and the codes of ethics pertinent to her/his licensure and/or certification.

EARLY INTERVENTION ESSENTIAL FUNCTIONS

- Maintain family and program confidentiality and professional boundaries during and outside of work hours.
- Function within a primary coach teaming style to provide services to infants and families, maintaining a caseload of children as determined by program needs.
- Conduct evaluations and assessments, addressing up to five developmental areas.
- In collaboration with the rest of the team, develop Individualized Family Service Plan with outcomes and learning opportunities.
- Coordinate own weekly schedule for conducting home and community visits and joint visits. Maintain Outlook calendar with appointments logged for at least two weeks ahead.
- Develop and maintain rapport with parents, children and other caregivers assigned to caseload, using a coaching interaction style.
- Work collaboratively with other members of the team as well as with physicians, school districts and community agencies on behalf of the children and families on caseload.
- Maintain appropriate case notes and other documentation as required.
- Act as a mandated abuse reporter.
- Attend staff meetings as available and trainings as required.

OTHER

- Actively participate in regularly scheduled staff meetings and trainings, provide input and present in-service trainings as assigned.
- Complete monthly responsibilities by the assigned deadline. (Payroll approval, reports to director and county/state, etc.)
- Supportive team player willing to act as a goodwill ambassador for UCP both internally and externally.
- Understands the core values of the agency and actively communicate its mission to stakeholders.
- Other duties as assigned – please note this job description is not designed to be a comprehensive list of all duties and responsibilities. Duties and activities may change at any time with or without notice.

COMPETENCIES

- Knowledge of the needs of families with children with disabilities or delays.
- Knowledge of the developmental needs of infants and toddlers, including infant mental health.
- Knowledge of reflective practice principles and the ability to facilitate reflective practice principles and opportunities with colleagues.
- Knowledge of primary coach approach to teaming as required by Wisconsin’s Birth to 3 Program.
- Knowledge of and adherence to professional codes of ethics (in accordance with professional licensure and certifications).
- Ability to effectively communicate with parents, community partners, staff and other professionals.
- Ability to work effectively as a team member, adjusting and adapting to changing situations.
- Strong professional skills and demeanor, characterized by emotional intelligence (the ability to understand team dynamics, function well under deadline, respond appropriately to feedback, make thoughtful decisions).
- Ability to present oral and written information to parents, staff community partners and other
 - professionals in an effective manner.
- Ability to respect and maintain professional boundaries in all work situations.
- Ability to initiate, organize and prioritize own work, meeting all agency and program deadlines and requirements.

REQUIRED/PREFERRED EDUCATION AND EXPERIENCE

1. Minimum of a Bachelors’ degree in Occupational Therapy and registration under CH 448, Stas;
2. Experience working with families and children under age 3.
3. Experience in and knowledge of intervention in natural environments and in a coaching approach.
4. Possession of a valid driver license, auto insurance, consistent access to a vehicle in order to travel in Dane County to fulfill the requirements of the position.
5. Physical ability to work in the child’s natural environment including the ability to walk for short distances (up to one block), stand on various surfaces, sit on furniture and the floor, lift light objects (less than 5 lbs.), climb stairs (typically no more than one flight), bend, drive a car for up to 45 minutes at a time.
6. Computer literacy (Microsoft Office).

SUPERVISORY RESPONSIBILITIES: None

POSITION TYPE/EXPECTED HOURS OF WORK

Flexible schedule based on employee and program needs. Operations hours are Monday through Friday, 8:00 am - 5:00 pm.

United Cerebral Palsy of Greater Dane County, Inc. is an Equal Opportunity Employer.

SIGNATURES

This job description has been approved by:

Director _____

HR _____

Employee signature below constitutes understanding of the information listed above.

Employee _____ Date _____