

Hobbs Municipal Schools Job Description

Position: Occupational Therapist

Supervisor: Director of Special Education

General Job Description: To provide therapy services to identified eligible special education students for the prevention of increase disability wherever possible, through the development of compensatory motor skill and the identification, adaptation and adjustment of equipment when needed.

Qualifications:

1. A bachelor's degree, masters preferred.
2. Licensure from the State of New Mexico in Occupational Therapy and NM Public Education Department license.

Essential Duties and Responsibilities:

1. Conduct assessment of students referred through the evaluation process.
2. Participate in the program planning for individual students.
3. Provide interventions for student's identified as needing service by the IEP team.
4. Demonstrate management skills.
5. Demonstrate professional competencies:
 - a. Knowledge of handicapping conditions, and their effects on sensory, mother, psychosocial, and cognitive development of students with disabilities.
 - b. Knowledge of local, federal and state regulations and procedures pertaining to the provisions of occupational therapy services in the school setting.
 - c. Knowledge of major theories, treatment procedures, and research relevant to providing occupational therapy services for children with disabilities.
 - d. Ability to select, administer, and interpret appropriate assessment instruments, and procedures taking into consideration the student's age, developmental level, disability, and educational needs.
 - e. Ability to assess the functional performance of students with disabilities within the school environment.
 - f. Ability to engage in consensus decision making as a member of the IEP team.
 - g. Ability to plan and implement intervention strategies using direct therapy, monitoring, and consultation.
 - h. Ability to communicate effectively (orally and in writing) with education personnel, administrators, parents, and community members.
 - i. Ability to explain the role of occupational therapy within the educational setting to education personnel, administrators, parents, and community members.
 - j. Ability to document assessment and intervention results in the proper manner for a school setting, and to relate this information to the educational goals of the student.
 - k. Ability to develop, implement, evaluate, and modify according to an occupational therapy program within a school setting.
 - l. Maintain required continuing education units.
 - m. Maintain current and timely therapy notes.
 - n. Document student progress and provide progress reporting in a timely manner to required participants.
6. Follow policies and administrative rules and regulation as specified in the board policy.
7. Complete Medicaid billing requirements.
8. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work directly in teacher's classroom, a vacant room, storage room or unheated hallway. Must be mindful of child's safety during class changes if working in hallway. This job requires much traveling in a given day, dependent upon student caseload in a school district. May make site or home visits as needed. Must be able to work under stressful conditions.

Physical Requirements:

Must have thorough understanding and usage of proper body mechanics and lifting techniques. This position requires much driving, lifting, carrying, reaching, crawling, squatting, climbing, kneeling, and sitting on the floor during therapy.

Safety and Health Requirements:

1. Bloodborne Pathogens Standard Training
2. Knowledge of injury prevention
3. Training in first Aid and CPR

Equipment/Material handled:

Wheel chairs, adaptive equipment seating devices, walkers, crutches, assistive devices, therapeutic equipment, therapy balls, bolsters, weights, etc. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.