



Comprehensive Therapy Center

Helping children walk, talk, learn and play

Job Description

Occupational Therapist for our Summer program

Job Summary

Assumes full responsibility for evaluating clients' need for Occupational Therapy. Plans and executes individual treatment programs in accordance with the laws and regulations of the State of Michigan. The responsibility of an Occupational Therapist is to provide appropriate services to clients of all ages to increase/maintain occupational engagement and quality of life.

Schedule

- Starting June 15 through August 5, 2021
- 15 hours
- Tuesday, Wednesday and Thursday from 12:00-4:00, some additional paperwork time that is flexible

Pay & Benefits

- \$24 - \$27 /hr

Equal Opportunity

Comprehensive Therapy Center is committed to equal opportunity for clients, employees, and volunteers without regards to race, color, age, gender identity, socio-economic status, national origin, marital status, religion, sexual orientation, or disability.

Job Functions

1. Assessments as needed:
 - a. Assessments are determined by client's' needs after a referral or the leveling process
 - b. Evaluation is comprehensive for the needs of the individual
 - c. Knowledge of testing materials is extensive to determine the need for and administer testing
 - d. Background information is complete with an adequate interview/pre-assessment checklist
 - e. Medical background is included to determine a differential diagnosis
 - f. Conclusion, diagnosis, and recommendations reflect integration of all aspects of the evaluation
 - g. Assessment information is used to determine follow-up and clear objectives for therapy
 - h. Re-evaluates client status and effects of treatment. Revises treatment plan as necessary
2. Paperwork:
 - a. Documents clients' status and progress
 - b. Assessment requests are completed
 - c. Reports are written with reader-friendly terminology
 - d. Paperwork is fully completed
 - e. Goals and objectives reflect client needs and adhere to best practice standards
 - f. Paperwork, including session notes, copies are filed/sent to parents, CTC office
3. Therapeutic Intervention



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- a. Daily data collection: includes time, attendance, individual/group, subjective and objective data
 - b. Intervention matches objectives/goals
 - c. Intervention is age and disability appropriate
 - d. Intervention style provides clear expectations, feedback and reinforcement
 - e. Plans are flexible to meet the client's needs for that day
 - f. Communicate with other professionals or team to create a multi-disciplinary plan for intervention
 - g. Attend necessary meetings to provide information.
 - h. Provides written/verbal notice of cancellation or changes in therapy to CTC
4. In-service
- a. Attends meetings and in-services as designated
 - b. Education is provided to staff, teachers, and parents regarding therapeutic activities, compensatory strategies, rehabilitation and the role of the Therapist
 - c. Paperwork/assessment/progress notes are explained and shared with parents, teachers, staff
 - d. In-service for new, helpful information related to the client's disability is provided in a timely manner
5. Programs
- a. Provides services appropriate to program design
 - b. Assists Program Director with activity planning
 - c. Records and reports on data as appropriate
 - d. Supports compliance, fundraising, operations, and other efforts as required
6. Follows all compliance requirements and organizational policies and procedures

Qualifications

1. Graduate of an Occupational Therapy Program
2. NBCOT Certification
3. Licensed with the State of Michigan
4. The physical ability to lift, position, and move clients with physical impairments
5. Must be able to get to and from sites where services are provided

To apply, submit a cover letter and resume to Ellen Sawyer at esawyer@therapycenter.org.