



**Job Title:** Occupational Therapist  
**Position Type:** Part-time (up to 29 hours/week) Hourly, Non-exempt  
**Location:** Salem, Utah/ Nebo School District Boundaries  
**Salary Range:** \$37 - \$60 DOE  
**Supervisor:** Associate Director

**Minimum Qualifications:**

- Master's degree in Occupational Therapy. KWC verifies both degree attainment and educational institution accreditation following an offer of employment.
- Licensure by the State of Utah to practice Occupational Therapy or license eligible
- This position requires the use of personal vehicle with continuous automobile insurance that meets state minimum insurance requirements
- Must pass a Background Criminal Investigation and have an acceptable driving record.
- Must be proficient in using a PC and/or tablet for email communication, scheduling, data entry and to submit and maintain personal work records.
- Credentialing from the State of Utah as an Early Intervention Specialist-II is required within six months from date of hire.
- Some evening and weekend work is required.
- Proof of COVID-19 vaccination required.

**Physical Requirements:**

- Hearing/listening, lifting, manual dexterity, pulling/pushing, seeing, sitting, speaking, squatting/kneeling, standing, and walking. In addition, s/he must be able to play actively with children on the floor and must endure some environmental health risks common to family homes, such as pets, secondhand smoke, etc.
- Must be willing to wear a facial covering over nose and mouth and submit to symptom and temperature checks to enter KWC center, client home and other community environments in accordance with public health recommendations.

**Preferred Qualifications:**

- A clinical background in theory and practice of pediatric occupational therapy.
- Demonstrated knowledge to promote the participation of children and their families in everyday activities or occupations, such as mealtime, bedtime, bath time, and playtime routines. When there is a particular area of concern, the occupational therapy practitioner can create an individualized strategy based on the specific needs and priorities of the child and family in order to promote successful participation in daily routines (AOTA, 2013a).
- A strong working knowledge of all areas of early childhood development, including communication, gross and fine motor, cognitive, social-emotional, self-help, sensory and state regulation, and general health and nutrition is needed.

- The preferred candidate will demonstrate understanding and respect for family-centered early intervention services provided under Part C of IDEA.
  - [http://www.ectacenter.org/~pdfs/topics/families/Finalmissionandprinciples3\\_11\\_08.pdf](http://www.ectacenter.org/~pdfs/topics/families/Finalmissionandprinciples3_11_08.pdf)

**Essential Skills:**

- Exceptional communication skills, including the ability to communicate in English in both written and verbal formats on a professional level. Fluency in conversational and written Spanish is a desirable skill for the position.
- Proficiency in organizing and managing work materials and a personal work schedule. The ability to keep timely and accurate records including time sheets, service documentation, required data entry and compliance.
- The ability to collaborate with members of a team, following established policies and procedures, responding promptly to communications delivered through established channels, attending meetings and activities regularly and on time, meeting assigned deadlines, and resolving problems or differences of opinion within the appropriate team context.
- Establish and maintain relationships of mutual respect and trust with client families, co-workers, and community partners.

**Job Responsibilities:**

- As a member of the early intervention team, the Occupational Therapist may serve as the Primary Service Provider, Service Coordinator or Specialized Service Provider on the early intervention team.
  - Evaluate infants and toddlers for delays in fine motor and adaptive skills. Consult and assess concerns regarding sensory processing. Review medical or background information to determine course of intervention.
  - Complete a thorough review of the Parents Rights and Responsibilities with family at every IFSP, Annual and Periodic Review as necessary.
  - Collaborate with the team to develop an Individualized Family Service Plan (IFSP) to appropriately address the child and family developmental concerns.
  - Complete a thorough review of the Parent Rights and Responsibilities with family at every IFSP, Annual and Periodic Review as necessary.
  - Educate parents on their child's developmental progress. Conducts ongoing assessment in all areas of child development or areas of specialty.
  - Utilize coaching strategies to facilitate the parent-child relationship and enable parents to enhance their child's development and achieve IFSP outcomes.
  - Implement individual and group activities at home visits or the center to teach families strategies for optimal development.
  - Write reports and maintain proper documentation of information, such as client records, caseload activities, including the initial evaluation, treatment, progress and discharge of clients.
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