

Infant & Child Development Services
The Greater Richmond ARC
www.RichmondARC.org
(804) 358-1874

TITLE: **Occupational Therapist**

PURPOSE: Provides Agency with direct therapy services, support and education to children and families enrolled in Infant and Child Development Services (ICDS), a program of the Greater Richmond ARC, using a family centered approach.

DESCRIPTION: Individual is responsible for support and education of Part C children and their families through direct therapy services in a specialized area. Applicant must be certified by Infant & Toddler Connection of Virginia.

DUTIES AND RESPONSIBILITIES:

- Meets ICDS standards for units of appropriate evaluation, consultation, direct services and case management services per quarter.
- Completes all job tasks in a timely and accurate manner, using defined format and process, including direct service, formal reporting and daily notes, billing, physician orders, other tasks as assigned.
- Attends and participates in assigned meetings.
- Provides knowledge and application of knowledge for specific position and for infant services in general.
- Maintains current certification as required.
- Communicates with administrators, staff, families and community resources in a manner that promotes Agency philosophies and goals.
- Assures compliance of all Agency policies and procedures related to safety.
- Adheres to all Agency policies and procedures related to discrimination and sexual harassment.
- Adheres to all Health Insurance Portability and Accountability Act (HIPAA) privacy standards.
- Adheres to all Agency policies and procedures.
- Other duties as may be assigned.

REPORTING RELATIONSHIPS:

Reports directly to the Co-Directors of Infant & Child Development Services.

KNOWLEDGE/SKILLS REQUIRED:

- Must be proficient in the skills relative to the area of therapy assigned.
- Excellent oral and written communication skills required.
- Knowledgeable of latest techniques relative to the area of therapy assigned and ability to maintain a high level of proficiency in that area.
- Computer literate and ability to learn new skills related to current technology.
- Valid Virginia Driver's License and acceptable driving record.

EDUCATION/EXPERIENCE:

- Master's degree or above in the area of therapy assigned.
- State Licensure in area of therapy assigned.
- Combination of education and experience as may be applicable to the particular assignment.

PHYSICAL JOB REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling required in the delivery of therapy. Must be able to travel to the field (outside of the office) in order to deliver services.