

**#612 Occupational Therapist**  
Unclassified  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External: 12/5/18**  
**Salary: Negotiable**  
**Hours: 20-30/week**  
**Apply To: S. Wolf**

**REPORTS TO:** Professional Services Supervisor  
**HAS DIRECT REPORTS?** No

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Occupational Therapist is a professional position responsible for providing a range of onsite and offsite occupational therapy for special needs infants and children enrolled in the early intervention program (EIP). This position is responsible for evaluating individuals and developing comprehensive therapy plans that promote functional skills.

**TYPICAL RESPONSIBILITIES:**

1. Screen and evaluate infants and toddlers to identify the nature and extent of fine motor dysfunction.
2. Review medical records to assist with evaluation of motor skill issues.
3. Develop treatment plans for individuals based on their occupational therapy assessment.
4. Provide individual and group services based on that individual's therapy plan.
5. Document evaluation results, plan for treatment and progress toward stated goals.
6. Make referrals to other professional services for treatment as necessary.
7. Recommend techniques to facilitate fine motor development to parents and caregivers.
8. Recommend appropriate adaptive environments and equipment for individuals, design and fabricate assistive and orthotic devices.
9. Provide children and their families with educational instruction regarding fine motor dysfunctions and teach them techniques that can be used in the natural setting.
10. Travel as needed to provide offsite service.
11. Responsible for the safety of all persons served by this position.
12. Complete assigned strategic action plan work activities and annual performance growth plan
13. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
14. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Assist in the development and presentation of in-service and child education programs.
2. Provide personal assistance to those served.

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Revised 12/5/2018

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in occupational therapy
- Must be licensed under ch.448.05(5m)(a)
- Must have a vehicle that the KAC determines to be in good working order
- Must have a valid driver's license and a clean driving record
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

**PREFERRED QUALIFICATIONS:**

- Sign language skills

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 50 % of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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