

Lead Pediatric Occupational Therapist

Classification Level E P

Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 2/7/2025

Hours: Up to 40/week

Apply To: Suzi 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 Lead Pediatric Occupational Therapist is a professional position responsible for providing a range of occupational therapy for infants and toddlers with special needs enrolled in the early intervention program (EIP). This position performs evaluations, determines eligibility and participates in the development of comprehensive plan that promotes functional skills across all developmental domains. Services are delivered in the child's natural environment and follow the Primary Provider model of service. The Lead works with the entire therapy team to ensure billing for services is timely and meets productivity standards. This position reports to the Professional Services Supervisor.

TYPICAL RESPONSIBILITIES:

1. Screen and evaluate infants and toddlers to identify the nature and extent of developmental delay.
2. Coordinate with medical providers to help with the assessment of the young child when needed.
3. Assist parents in designing learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas. Coach the family/caregiver in implementing developmental activities as part of their everyday routines and activities. .
4. Document evaluation results, plan for treatment and progress toward stated goals. Complete daily note and billing accordingly. Develop treatment plans for individuals based on their occupational therapy goals.
5. Arranges for and monitors the timely delivery of services in multi settings including telehealth.
6. Make referrals to other professional services for treatment as necessary.
7. Recommend appropriate adaptive environments and equipment for individuals, design and fabricate assistive and orthotic devices.
8. Provide families with educational instruction.
9. Supports the family and IFSP team through the Birth to 3 service delivery model used by the program.
10. Oversees billing of all program therapists for timely completion and adherence to productivity standards.
11. Travel as needed to provide offsite service.
12. Responsible for the safety of all persons served by this position.
13. Complete assigned strategic action plan work activities and annual performance growth plan
14. 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.
15. Perform other duties as assigned by supervisor.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

2/4/2025

Lead Pediatric Occupational Therapist

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OCCASIONAL RESPONSIBILITIES:

1. Assist in the development and presentation of in-service and child education programs.

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
- Licensed under ch.448.05(5m)(a)
- Pediatric therapy experience
- Proficient with electronic billing software.
- Vehicle that the KAC determines to be in good working order
- 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. 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 40 pounds alone, walk up & down steps and traverse uneven surfaces. 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, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, and managing resources

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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