

## **Early Interventionist- Occupational Therapist**

### **Purpose Statement**

The job of Early Interventionist- Occupational Therapist is done for the purpose/s of working with families in a variety of settings to ensure that children receive the necessary services as outlined by Bismarck Public Schools, and the North Dakota Early Intervention Guidelines.

This job reports to BECEP Coordinator

### **Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts home visits for the purpose of assisting parents/caregivers in designing intervention programs for outcomes that are embedded in everyday situations.
- Conducts child and family assessments (e.g. fine and gross motor, early literacy, cognition, communication, social and emotional development, etc.) for the purpose of recommending Early Intervention strategies.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Develops Initial Family Service Plan for each child for the purpose of insuring the state and federal guidelines are met.
- Facilitates meetings, workshops, seminars, consultation, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting parents, supporting other staff, and serving as a District representative.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Maintains daily files and reports associated with services provided to insure accurate records for the purpose of timely and accurate billing in accordance with state and federal guidelines.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Participates in a wide variety of meetings (e.g. Board meetings, training, hearings, IEPs, etc.) for the purpose of providing and/or receiving information.
- Prepares a wide variety of often complex materials (e.g. plans, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of recommending new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

### **Required Testing:**

### **Certificates and Licenses**

National Board Certification for OT  
Driver's License & Evidence of Insurability  
ND State License  
CPR/First Aid Certificate

### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**

PJ

