



Sunflower Diversified Services

- Department:** Early Education Center
- Position Title:** Infant Toddler Services of Kansas Occupational Therapist (OT)
- Reports to:**
- Manager of Infant Toddler Services or Director of Early Education Center
- Supervises:**
- NA
- Qualifications:**
- Minimum of Kansas licensure or certification in Occupational Therapy
 - Clean background check
- License/Certification:**
- Maintain 1st Aid, CPR, HIPPA, BBP, Abuse/Neglect/Ethics, and OSHA certifications
 - Valid Kansas Driver's License with a good driving record
 - Kansas licensure or certification in Occupational Therapy
 - Family Service Coordinator certificate (obtained after hire)
- Education:**
- Minimum of Master's degree or Doctoral Degree in Occupational Therapy
- Position Summary:**
- The OT will serve on a transdisciplinary team for families enrolled in the Infant Toddler Program.
 - The OT will provide comprehensive and integrated support as outlined in the Part C Program Manual for Infants and Toddlers in Kansas
 - This team member will also provide coaching and training within one's scope of practice to other team members as well as families.
- Experience:**
- Experience in special education and/or special needs program environment for infants and toddlers
- Skills:**
- Must be able to drive in varying weather and geographical conditions
 - Ability to multitask
 - Good with details
 - Good verbal and written communication skills
 - Work independently with little or no supervision
- Working Conditions:**
- 90% indoor
 - 10% outdoor
 - Environmental conditions vary by work site and employees are

- required to work at community locations
- Employee assumes responsibility in developing work schedule with approval from supervisor that typically reflect hours Monday-Friday but schedules and hours vary based on need
- Employees are expected to remain flexible and cooperative.

Physical Requirements:

- Regularly required to stand, kneel, stoop, squat, talk, walk, sit, and hear
- Frequently required to reach with hands and arms and use hands to finger, handle, feel objects, manipulate tools, and grasp objects
- Ability to listen and remember information
- Ability to speak clearly
- May be expected to lift up to 50 pounds
- May be exposed to infectious and contagious diseases
- May be exposed to work settings that offer a risk to personal security

Job Responsibilities:

- Personal conduct must contribute to positive working relationships with co-workers, families and administration
- Demonstrate self-reliance and good judgment
- Be professional at all times – dress as well as behavior
- Comply with all agency and departmental policies and procedures
- Screen and/or evaluate the developmental skills of children referred to the infant toddler program.
- Provide direct services and consultation services (through joint visits) to families in the program following the Mission and Key Principles outlined by Kansas Infant Toddler Services.
- Follow all safety requirements of Sunflower Diversified Services while providing all services in the child's home or other natural setting.
- Collaborate with other team members in gathering and sharing evaluation information and in planning for the service needs of families enrolled in the program.
- Develop and implement an Individualized Family Service Plan (IFSP) for each child in the program.
- Assist families with family related needs such as making appointments, educational opportunities, finding appropriate housing, assisting with employment opportunities, and occasionally accompanying families to medical services.
- Assist in recruiting families to the program through collaboration with community partners.
- Demonstrate knowledge and implementation of current research based practices in the field of early intervention and physical therapy

- Identify when additional training is warranted and develop/provide individual and group training to improve the quality of services being delivered by other early interventionists
- Participate in team meetings with the Sunflower EEC Infant Toddler Services team
- Assist in conducting bi-annual community screenings in each of the counties we serve
- Maintain timely documentation.
- Maintain strict confidentiality as outlined by FERPA and HIPPA.
- Ability to work alone and in groups to provide services
- Serve on committees as needed for EEC and SDS
- Ensure EEC is necessarily covered in lieu of absences of other building staff
- Perform other duties as assigned by the Manager of Infant Toddler Services, Director of Early Education Center or designee.
- Attends meetings and training as directed by supervisor
- Other duties as assigned by supervisor

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 work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All the health information of clients needed to perform the duties of the job description will be provided. This information may only be discussed with the staff, including the Board of Directors who have a need to know the information to adequately perform their duties, in compliance with the information management and confidentiality policies.

I have received and read a copy of this job description and have had the opportunity to ask questions regarding its contents. I understand the requirements outlined in this job description and verify that I am able to fulfill all requirements described.

Employee Signature _____ **Date** _____

**Human Resources
Department Signature** _____ **Date** _____