



## **POSTING PERIOD:**

**POSITION: Occupational Therapist**

**PROGRAM: School Program**

**WHEN: Fall 2025**

**FLSA STATUS: Full-time, non-exempt, 37.5 hours per week**

**REPORTS TO: Director of School Programs**

**SALARY RANGE: \$30.02 - \$35.02 per hour**

### **JOB SUMMARY**

Under the supervision of the Director of School Programs and Services, the OTR/L is responsible for the planning delivery and execution of therapies in the School Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Screen and assess individual strengths and weaknesses using formal and informal tools.
- Administer semi-annual testing for adults.
- Recommend program materials and adaptive equipment for individual use.
- Recommend changes in individual's level of services.
- Prepare therapy sessions, therapeutic material, and equipment orders, adapts or make curriculum materials appropriate for the needs of an individual.
- Maintain and organize the therapy area.
- Remain current with the latest developments in Occupational Therapy via membership in National or State Associations and/or reading of journals and other media.
- Provide individual and small group treatment in the therapy room or immediate environment of Holy Childhood.
- Implement individualized education plan objectives.
- Complete daily progress notes and billing records accurately within required time frame.
- Prepare for annual reviews as needed and submit quarterly reports.
- Assess students per re-evaluation every three years or as requested by the district.
- Submit goals and objectives for annual meetings.
- Attend and participate in case reviews, and other scheduled individual meetings.
- Discusses changes in therapy program with team and parents/guardians.
- Supervise student interns as scheduled and maintain contact with education sites.
- Participates in off-campus meetings when requested.
- Provides in-service assistance to staff.
- Additional duties as requested.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; excellent communication skills (verbal and written); Problem solving

skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must complete SCIP-R training and be able to use when needed.

### **EDUCATION AND/OR EXPERIENCE**

Bachelors Degree in Occupational Therapy required. Masters Degree preferred and must be licensed by the State of New York as well as certified by the National Board of Certification in Occupational Therapy (NBCOT).

Please apply: [employment@holychildhood.org](mailto:employment@holychildhood.org)

### **EQUAL OPPORTUNITY EMPLOYER**

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