



## **Job Description – Occupational Therapist**

<b>TITLE:</b>	Occupational Therapist
<b>STATUS:</b>	Full time (exempt), part-time (contractor), or PRN (contractor)
<b>REPORTS TO:</b>	Clinic Supervisor
<b>GENERAL FUNCTION:</b>	The Occupational Therapist is responsible for evaluating, treating, and discharging assigned patients as appropriate; ensuring effective development and application of occupational therapy programs and treatment procedures; and ensuring optimal assigned patient satisfaction and appropriate insurance billing and coding.
<b>REQUIRED EXPERIENCE:</b>	The candidate must hold an Indiana occupational therapy license. Experience with pediatric occupational therapy is preferred, but not required.
<b>REQUIRED EDUCATION:</b>	Post-baccalaureate degree from an Occupational Therapy accredited program.
<b>CERTIFICATIONS:</b>	Maintain current Indiana occupational therapy license and CPR/First Aid Certification; maintain professional malpractice insurance – minimum level: \$1,000,000 each occurrence/\$3,000,000 aggregate.
<b>PREREQUISITE SKILLS:</b>	<ul style="list-style-type: none"><li>• Must have working knowledge of the rehabilitation field and therapy professions.</li></ul>

- Ability to effectively provide customer service to all customers and contacts.
- Ability to communicate openly, honestly, directly and effectively with all customers by both written and verbal skills.
- Ability to incorporate a basic understanding of human behaviors, developmental needs, physical needs, emotional needs, and comfort during all interactions.

### **ESSENTIAL FUNCTIONS:**

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

1. Evaluate, treat and discharge assigned patients as appropriate.
2. Maintain timely and quality patient documentation in accordance with Children's TherAplay best practices including proper recording of patient prognosis, treatment, response and progress.
3. Confer with the patients' families, doctors and others as appropriate to plan, implement and assess effective plans of care.
4. Maintain patient confidentiality at all times, conforming to HIPAA privacy regulations.
5. Other duties as assigned.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Ability to lift 50 pounds overhead.
- Ability to walk up to 10 miles per day.
- Ability to work around horses.
- Ability to sustain frequent
  - Standing
  - Walking
  - Bending (forward and sideways)
  - Grasping
  - Twisting at the waist
  - Squatting
  - Kneeling

### **ORGANIZATION OVERVIEW:**

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapies

for children with special needs. We incorporate the movement of horses, through a treatment strategy called *hippotherapy*, as a therapeutic tool during physical and occupational treatments.

Children's TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

**RESUME SUBMISSION DIRECTIONS:**

Interested candidates should submit their resumes and cover letters to Teresa Keathley, Clinic Supervisor, by mail or email.

- Email address: [tkeathley@childrenstheraplay.org](mailto:tkeathley@childrenstheraplay.org)
- Mailing address: Children's TherAplay, Attn.: Teresa Keathley, 9919 Towne Rd., Carmel, IN 46032

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Children's TherAplay expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Children's TherAplay employees to perform their job duties may result in discipline up to and including discharge.