

# Occupational Therapist

## Job description

### Position Summary

Reporting to the Director of Instruction, Inclusion, the Occupational Therapist will work collaboratively with school teams to assess and plan for the needs of students requiring occupational therapy supports. This includes conducting assessments, determining individual equipment needs, training and monitoring of Education Assistants, assessment of safety and accessibility issues and liaison with community medical professionals and institutions and educational agencies.

### Duties and responsibilities

- Collaborate with school staff and individually assess students' strengths and needs related to educational programs
- Screen and assess students' functional capacity and environmental supports
- Provide activities and interventions for school staff to implement
- Assist with assistive technology assessments and support implementation with school staff
- Collaborate with the educational team to develop recommendations and strategies appropriate for each student in their classroom and school environment
- Provide ongoing involvement with students to ensure the continued appropriateness of initial strategies, and to modify or expand strategies, as required
- Provide education and resources to school staff and parents
- Support the development of the Individual Education Plan
- Clarify relevant medical information and assessment data from outside services
- Provide information relevant to the student's medical and/or physical condition
- Recommend special equipment to meet the individual student needs in consultation with school personnel, as required
- Recommend modifications to school facilities to enable student participation and to meet individual needs, as required
- Coordinate with outside community agencies
- Facilitate referrals to appropriate community and medical services
- Maintain student records, document assessment and progress notes and reports
- Maintain a safe and healthy working environment
- Performs other related duties, as required

### Education and Experience

- Bachelor's degree in occupational therapy from an accredited university or equivalent
- Experience with children with special needs, particularly those with autism and sensory processing challenges
- Experience with children with multiple physical challenges
- Experience working with students in integrated settings
- Eligibility for, and membership in the College of Occupational Therapists of BC

- Minimum of three years pediatric experience
- Experience working in a unionized environment is considered an asset
- An equivalent combination of education and experience may be considered

### Required Knowledge, Skills and Abilities

- Proficient in the use of district computer programs including Microsoft Office Suite of products
- Superior interpersonal relations, communication, problem-solving, time management, and strong report writing skills
- Ability and desire to work as a member of a team, to foster a supportive and student-oriented climate throughout the district
- Demonstrated ability to work collaboratively as a member of a multi-disciplinary team
- Ability to always maintain utmost confidentiality and sensitivity on behalf of the district, both internally and externally

### Special Requirements

- Valid Class 5 BC Driver's License and a reliable vehicle for travel between schools
- Clear criminal record check
- May be required to work outside the normal working hours, including evenings and weekends, from time to time