

SPECIAL SERVICE FOR GROUPS, INC.
JOB ANNOUNCEMENT

Title: Occupational Therapist (focus on serving adults) **Division:** Occupational Therapy Training Program

FLSA: Exempt

Supervisor: Occupational Therapy Manager

Pay Range or Rate: DOE

Posted: 10/10/2024

Summary

Under the direction of the Occupational Therapy Manager, the OTR/L will implement occupational therapy services for adult clients struggling with housing instability and co-occurring illnesses (primarily). The Occupational Therapist will be working under the DMH contract concurrently with clients receiving Intensive Case Management Services. The Occupational Therapist will provide occupational therapy assessment and ongoing occupational therapy services to clients in one specific housing location and in the community. The OTR/L is required to fulfill the Intensive Services 24/7 on-call responsibilities as per agency policy and rotation. **Bilingual in Spanish preferred but not required.**

Essential Functions

- Perform outreach and engagement tasks to referred clients.
- Complete assessment tools and outcome measures as appropriate for target population
- Develop an individualized treatment plan/complete Client Treatment Plan (CTP) for each client
- Conduct individual and/or group-based occupational therapy services to assigned clients
- Complete documentation according to Department of Mental Health guidelines and standards and within agency deadlines
- Attend all assigned staff and client care meetings.
- Demonstrate and maintain core competencies as per discipline.
- Maintain current California License and NBCOT registration.
- Active participation in committee or task force with supervisor's approval.
- Active participation in program development and/or quality improvement tasks.
- Regular attendance required
- Establish, maintain, and promote effective working relationships with all agency and field site staff, and various community members.
- Serve as a fieldwork educator for Level II fieldwork students as per guidelines of AOTA
- Driving is a required aspect of the job.
- Participate in the crisis line phone rotation providing 24/7 phone coverage on a rotational basis with in-person de-escalation as needed.
- Maintain and uphold Agency mission statement, values, policies, procedures and principles.
- Other duties as needed

Secondary Functions

- Overtime, holiday, or weekend work may be required.
- Bilingual in Spanish

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Master's Degree in Occupational Therapy
- NBCOT registration
- CBOT license
- Verification of employment eligibility
- Knowledge and ability to supervise professional and para-professional staff and interns under AOTA guidelines.
- Ability to work with minority communities
- Ability to function as a member of an interdisciplinary team
- Excellent communication skills
- Excellent documentation skills
- Employment contingent on passing a background check.
- Valid CA driver's license, DMV check, proof of current car insurance and reliable personal vehicle required.
- Demonstrated computer skills, including Microsoft Word, Excel, SPSS, Access, and PowerPoint.
- Strong interpersonal skills and ability to work with staff from a variety of cultures and educational backgrounds.
- Fully Covid-19 vaccinated (2 weeks from 2nd dose)
- TB test within 3 months

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Knowledge and demonstrated experience in working with ethnic, minority, impoverished, and underserved communities.
- Bi-lingual preferred but not required

Supervisory Responsibilities

- This position does not have any supervisory responsibilities

Environmental Conditions (Working Conditions)

- This position is centered in one specific housing location and in the community, including underserved and impoverished neighborhoods across Los Angeles County.
- Driving is required when in the field, own transportation required. This position also requires the employee to function on-site at the OTTP office environment, where documentation, meetings, and other administrative duties are performed.

Physical Requirements

- In the course of performing this job, there will be driving, walking, and sitting required.

Mental Requirements

- The incumbent in this position must be able to accommodate to all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules, think, conceptualize, and handle stress. This position requires a 24/7 Intensive Services on-call rotational assignment on a regular basis as per agency policy.

Contact Information

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OTTP-LA

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Please submit resume and cover letter via e-mail to Dana Granado.

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