

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Developmental Therapist

DEPARTMENT: Birth-Through-Two Program

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position reports directly to the Program Director. The Developmental Therapist (DT) participates as a member of the interdisciplinary team, providing services to children ranging in age from birth through two years and are eligible for Early Intervention. The DT provides developmental instruction, developmental goals and other activities as identified on the IFSP.

DUTIES AND RESPONSIBILITIES:

1. This position will be responsible for complying with all health and safety policies of the agency including CPR/First Aid training and transportation policies.
2. DT's will participate in IFSP development.
3. DT's are responsible for scheduling, evaluating, screening, typing developmental assessment, and faxing report to Service Coordinator. DT's also need to maintain program files to update information; openings and closings of files.
4. Maintain adequate records of child's curriculum progress, interaction with family and/or guardian and professional services rendered.
5. Work with Service Coordinator to link families to community resources, parent liaisons, and other providers.
6. Assist the families by finding information for them about their child's disability when necessary.
7. Maintain contact with other agencies also involved with the child in an effort to coordinate services.
8. Help the families obtain special equipment for the child.
9. Attend in-services and other appropriate meetings to continue professional growth and development and maintain professional credentials.

10. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.
11. Perform other related duties as required or assigned.

WORK BEHAVIOR RESPONSIBILITIES:

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.
6. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to operate vehicle for business destinations and must have a valid driver's license.
2. Ability to sit for extended periods of time.
3. Ability to pick up objects with fingers, regularly.
4. Ability to use hands and arms to reach for objects.
5. Vision at 20 feet or more, with or without corrective lenses.
6. Ability to have color determination.
7. Ability to distinguish odors.
8. Ability to communicate ideas by the spoken word.
9. Ability to comprehend the language or the nature of sounds in the air.
10. Ability to bend forward by bending at the waist, legs or spine.
11. Ability to carry objects up to 40 lbs. with hands or on shoulders when necessary.
12. Capable of exerting force up to 50 lbs. with hands by pushing or pulling when necessary.
13. Capable of raising or lowering objects from one level to another up to 40 lbs.
14. Ability to climb.
15. Capable of standing on his or her feet for continuous periods of time.
16. Capable of walking considerable distances when necessary.
17. Ability to work in a confined space or to crawl and move around on hands and knees.

ESSENTIAL MENTAL REQUIREMENTS:

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Employee must be able to work in a variety of settings which includes homes, preschools, and institutions. Employee may be exposed to viruses and contagious conditions on occasion therefore need to use universal precautions. Employee may be exposed to dusts, fumes, vapors, or mists that could affect the occupational health of the employee. Employee may be subjected to seasonal temperatures which may result in significant body discomfort. Employee could be exposed to the hazards and potential injuries of the road. Employee may be exposed to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Employee may be exposed to workplace hazards and injuries more frequently than normal.

IMMEDIATE SUPERVISOR: Program Director

SUBORDINATES: N/A

QUALIFICATIONS: Minimum of a B.A. or B.S. degree in early childhood area. Qualify for credentials for Early Intervention Specialist/Developmental Therapy.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Revised: 09/17/2010

Reviewed: 03/19/2012

Reviewed: 05/26/2016