



## Occupational Therapist

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**Position Profile:** The Occupational Therapist is a specialist who works to support students' abilities to carry out daily living skills in the areas of self-care, productivity and leisure.

Occupational Therapists are employed for the purpose of providing specialized support for students with intensive/exceptional needs. These personnel consult and collaborate with teachers, administrators, parents and other personnel or agencies to support student success at school. The responsibilities of the Occupational Therapist include assessment, program development, program implementation, liaison and monitoring of student progress.

**Directly Reports To:** Superintendent of Student Services & Student Services Co-ordinator

**In-Directly Reports:** Principal & Student Support Teacher

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### Duties & Responsibilities

- Participate as an active member of the Student Services team in carrying out the GSSD Student Services Vision.
- Participate in the Student Services Occupational Therapist Professional Learning Community meetings as called by the Superintendent of Student Services &/or Student Services Co-ordinator. As an active member of a PLC, the Occupational Therapist must strive to develop consistent, research based practices that strive to support student learning and system improvement within a collaborative culture.
- In response to a written referral and parental consent, assess students within their educational setting to evaluate strengths, needs and areas for intervention.
- Provide ongoing assessment and intervention through purposeful therapeutic activities that optimize the student's ability to function in educational, home and community environments. Areas that may be addressed include activities of daily living, postural and movement patterns, visual perception and visual motor skills, social and play abilities, environmental adaptations and the need for and use of assistive devices.
- Work collaboratively with other disciplines on the Student Services Team to provide comprehensive services to students. This will involve meeting with other service providers to share information.
- Provide written reports to parents and school division personnel for students receiving services. Reports may include assessment findings, recommendations regarding programming and equipment an intervention services being provided.
- Discharge students from the active caseload when appropriate, in consultation with parents and school personnel.

- Report pertinent information to the Superintendent of Student Services and Student Services Co-ordinators regarding the services provided.
  - Demonstrate knowledge of proper use and care for materials, supplies and equipment employed in performing services as an Occupational Therapist.
  - Train, supervise and manage Occupational Therapy Assistants and other support personnel in accordance with established SSOT Guidelines.
  - Apply ethics and standards of professional practice in the delivery of school-based occupational therapy services observing relevant laws, regulations and guidelines.
  - Provide workshops and in-service in areas of expertise to teachers, educational assistants and others when requested.
  - Maintain licensure and registration with the Saskatchewan Society of Occupational Therapists.
  - Provide documentation and reports to Student Services Co-ordinators as required.
  - Submit an Annual Report to the Superintendent of Student Services.
  - Maintain professional competency through on-going professional development activities.
  - Perform additional duties as assigned by the Superintendent of Student Services or Student Services Co-ordinators.
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### **Education & Qualifications**

- Minimum of Baccalaureate and Master's Degree in Occupational Therapy.
  - The *Occupational Therapists Act (1997)* requires that Occupational Therapists be licensed and registered with the Saskatchewan Association of Occupational Therapists.
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### **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
The Occupational Therapist must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
The Occupational Therapist must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.
- **Communication**  
The Occupational Therapist must communicate effectively to students, school administration and staff. Excellent interpersonal skills along with proven written and oral communication and computer and presentation skills are required.
- **Job Knowledge**  
The Occupational Therapist must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.
- **Cooperation & Teamwork**

This position involves working collaboratively with various professional service providers and other school personnel on a daily basis. The Occupational Therapist must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

The Occupational Therapist must display a positive attitude toward others, their work, schools and the division.

- **Confidentiality**

Maintain confidential occupational therapy records in a secure location in accordance with all confidentiality, ethical and legal standards. These records shall not be made available to other persons or agencies without the consent of the Director or designate and the informed consent of the parent. A notice that occupational therapy services have been provided to the student, along with appropriate information can be inserted into the student cumulative folder.

At no time should an Occupational Therapist discuss in public information pertaining to employees, students or the operation of the division. An Occupational Therapist is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.