

## **JOB DESCRIPTION**

**Position:** Occupational Therapist (Part Time Flexible)

**Reports To:** PCM Manager

**Supervision exercised:** None

**Company:** Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

**Exempt or Non-Exempt Status:** Non Exempt (part time flexible staff-per evaluation)

### **Responsibilities:**

- To evaluate the physical and cognitive functional status of consumers in their home and make recommendations to maximize their safety and independence for Personal Care Attendant (PCA) services.
- To work in tandem and exchange information with the Registered Nurse during and throughout the initial evaluation process.
- To obtain, complete and submit all necessary documentation as required by CLW PCA Program so that a successful application can be made on a timely basis (i.e., evaluations, billing, invoice, etc.)
- To make cost effective recommendations on equipment, services, physical therapy, and occupational therapy.
- To remain current on state and federal regulations of the PCA Program and any internal policies and procedures of CLW.
- To represent CLW and participate in meetings as needed.
- Provide trainings to CLW staff on areas of expertise as requested.
- Other duties as may be assigned.

### **Essential Functions:**

This position requires frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies and other third parties;

This position requires the ability to understand the requirements of the PCA Program and to be able to evaluate and refer the consumer/guardian regarding the scope and responsibilities of the program;

This position requires the ability to travel within service area and beyond as needed;

This position requires the ability to accurately enter information into database;

This position requires the ability to use office machinery, including computers;

This position requires the ability to maintain strict confidentiality.

**Preferred Qualifications:**

**Education**

Bachelor Degree in Occupational Therapy

Occupational Therapy License (Massachusetts)(current)

**Experience**

1-3 years of experience as a OT in either a hospital or community environment.

Microsoft Office, data base management

Working in or involved with the disability/elderly community

**Possess the ability to:**

Work independently and as a team member

Work effectively with individuals with diverse disabilities and cultures

Prioritize and meet deadlines

Problem solve

Take direction and understand consequences of action

**Familiarity with:**

Independent Living issues and philosophy;

MassHealth, state agencies and provider service system available to serve individuals with disabilities/(older persons);

**This job description is subject to change at any time.**

*Individuals with disabilities strongly encouraged to apply*