



Updated: 2/2026  
Salary Grade: 6  
FSLA Status: Exempt

## OCCUPATIONAL THERAPIST JOB DESCRIPTION

### **General Responsibilities:**

Responsible for screening, assessment, implementation, delivery and documentation of early intervention, occupational and motor therapy services for children birth through twenty-one years of age.

### **Immediate Supervisor:**

Director of Special Education

### **Minimum Educational/Certification Qualifications:**

Minimum qualifications Masters level or Doctorate level degree required. Licensure by the State of Wyoming Board of Occupational Therapy or eligible to apply for licensure is required. Knowledge of pediatric therapy and one year experience working with children is preferred.

### **Essential Duties:**

- Provide early intervention services to children with documented medical diagnosis, delays and or disorders.
- Provide therapy for children with delays or disorders including, but not limited to, prematurity, torticollis, tone and strength, fine motor skills, gross motor skills, self-care tasks, feeding and social skills
- Provide individual and/or group occupational therapy in a variety of settings.
- Provide individual and/or group therapy while maintaining the least restrictive environment or natural environment according to a child's IEP/IFSP.
- Create treatment and therapy plans to suit individualized needs of a diverse population of children.
- Attend IEP/IFSP meetings and assist in appropriate plan development.
- Formulate appropriate short-term and long-term goals/outcomes based on a child's individual needs.
- Select appropriate treatment, interventions and activities to promote attainment of short-term and long-term goals dependent upon the needs of each child.
- Gather and analyze intervention data regularly and modify programming, as needed.
- Report progress and current status to appropriate parties, which may include family members, teachers, other agencies and/or medical professionals.
- Must have knowledge of formal evaluation tools and be able to administer, interpret and report the results of formal/informal assessments.
- Meet timelines for required program documentation including but not limited to: case note documentation, assessment reports, as well as, any required reports related to the job, child's goals, progress notes, etc.
- Gain knowledge and adhere to Rules and Regulations Governing Services to Children with Disabilities according to the Individuals with Disabilities Education Act (IDEA).
- Keep up to date and current in knowledge of disorders related to the field of occupational therapy and the treatment approaches and best practices.
- Must follow the rules and regulations for the practice of Occupational Therapy as defined by the Wyoming Board of Occupational Therapy.
- Preserves and protects children and families' confidentiality in all situations and with all documentation.
- Design and conduct trainings for parents, families and community members.
- Provide Home Exercise Programs (HEP) for all children on a regular basis and document the HEP in the child's case notes.
- Make referrals to related service agencies/professionals when needed with prior approval from the Director of Therapy.

**Essential Duties (cont):**

- Must follow the State of Wyoming Board of Occupational Therapy and CDC's guidelines for appropriate supervision of Occupational Therapists (OT) or Certified Occupational Therapy Assistants (COTAs).
- Must be willing to become educated on new practices within the field of Occupational Therapy.
- Manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Must seek appropriate additional tasks when work is completed.
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

**Skills Required:**

- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Must be reliable, organized and detail oriented to maintain an effective and efficient schedule.
- Must have strong oral and written communication skills in order to interact effectively with a wide variety of people.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must possess extensive computer experience and ability.
- Must respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Work efficiently as part of a multidisciplinary team.

**Physical/Environmental Requirements:**

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

**THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.**

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**Acknowledgement of job requirements:**

I have read and understand the requirements and essential job duties of the position. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line