



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Occupational Therapist
Department:	Mescalero Apache Tribe – Early Childhood
Employment Status:	Contract; W-9
Salary:	Contingent on licensure, education and experience
Opening date:	September 29, 2020; position open until filled

Position Summary

This position requires a professional background check for subcontractors. The professional Occupational Therapist must provide a current State of New Mexico license and training/degree in occupational therapy. Must work at least part time at the facility. The OT will direct therapy programs for children identified as needing services by engaging in TTA with early childhood intervention staff per the IFSP and providing individual therapy in the natural environments of the family. The Occupational Therapist (OT) will complete evaluations for children in early childhood intervention, as approved by MAECP and attend IFSP, as needed. The OT will provide monthly supervision of MAECP COTA personnel.

The OT will complete and submit results of all formal IDA evaluations/assessments in required format and provide annual assessments within a timely manner. Following the evaluation/assessment, the OT will provide information related to the child's diagnosis, delay, or therapy program to parents, as appropriate. The OT will provide and coach/teach intervention strategies to families and write the summary of therapy progress at time of discharge or transition for early intervention children.

The OT will maintain daily progress notes in an approved format; will maintain and review, organize and plan use of all equipment, books, files and information as needed to carry out a thorough therapy program for individuals on caseload. Will coordinate care with primary medical provider and provide information necessary for referrals to other agencies. The OT will abide by the Mescalero Apache Tribe employee handbook, as may be amended from time to time. Other related duties as assigned by the MAECP Director and/or FIT Program Coordinator.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be assigned to this position.

Knowledge, Skills and Abilities

- Analytical
- Problem solving
- Collaboration
- Strong oral and written communication skills
- Ability to implement evidence-based guidelines
- Identifies areas for prevention. Develops evidence based prevention practices.
- Teach others: provide employee education regarding best practice for identifying risk, prevention and control methods
- Program and project management

Effective date: September 29, 2020
Occupational Therapist

- Expertise in data collection and analysis, report writing, and data presentation
- Leadership
- Familiar with software technologies

Duties and Responsibilities

- Develop, implement, and evaluate the organizational OT program.
- Develop, interpret and assist with implementation of appropriate policies and protocols.
- Develop latest information related to Occupational Therapy in early childhood for training on best practices for MAECP COTA personnel and hold regular meetings.
- Develop and perform/instruct monthly and/or as needed Mescalero Early Childhood staff in services regarding OT practices and guidelines.
- Performs other duties as assigned.

Minimum Qualifications

Current State of New Mexico Occupational Therapist license

Degree and training in occupational therapy

Must work at least part time at the facility.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in indoors, patient homes and often stressful situations. Noise level may be high. Exposure to outdoor weather conditions, fumes or airborne particles, smoke, toxic or caustic chemicals, blood borne pathogens, hazardous material and infectious disease. Situations may occur where surgical masks, safety goggles, gloves and protective face shields are needed. Evening, weekend, and/or holiday work may be required.

How to apply: Submit resume or Tribal application to Mescalero Human Resources.