



Position: Occupational Therapist

Classification: Part-Time, hourly, permanent

Reporting Relationship: Director of Program Services

Position Summary: Provides direct service therapy to Mane Stream clients

Requirements:

- Current therapy licenses issued by state of New Jersey
- Membership in American Hippotherapy Association or certification through American Hippotherapy Certification Board
- Minimum of 1 year experience in direct treatment
- Complete Part I training (within one year of hire) and Part 2 training (within three years of hire) as issued by American Hippotherapy Association
- Certification in First Aid and CPR
- Knowledge of and comfortable with horses

Essential Functions:

- Able to lift and carry 50 pounds for up to ten feet
- Able to sustain aerobic activity for 30 consecutive minutes
- Able to work in a variety of positions, including but not limited to stooping, kneeling, crouching, crawling, reaching, sitting
- Able to tolerate various outdoor conditions, air-conditioned buildings and fluorescent lighting
- Able to hear and process ordinary conversation, telephone conversation and quiet sounds with or without aid
- Able to operate equipment necessary to the essential functions of the job

Principal Duties and Responsibilities:

Therapy Services:

- Evaluate new clients and develop a Plan of Care for each
- Provide occupational therapy within the scope of practice of Occupational Therapy
- With the Director of Program Services, establish goals, objectives, treatment plans, equipment and horse type in congruence with client/family goals, and Individual Education Programs

- Oversee schedules and report changes regarding clients/families to Director of Therapy Services
- Maintain client evaluations, re-evaluations, session treatment notes, monthly summaries, and discharge reports
- Maintain records in Practice Perfect software for occupational therapy clients, including but not limited to medical forms, dates of service and contact information
- Discharge clients according to Plan of Care and discharge criteria
- Write client reports for appropriate agencies (e.g., insurance, school districts, government agencies)
- Recommend equipment to meet client needs and ensure that it meets safety standards
- Supervise up to four Certified Occupational Therapy Assistants and/or Occupational Therapy students assigned by Director of Program Services
- Complete continuing education hours pertaining to Occupational Therapy and other certifications
- Work with Mental Health professionals and with mental health programs as needed.
- Report any horse needs related to the Occupational Therapy to Equine Manager/Head Instructor
- Complete and file required emergency forms immediately after an incident and complete a follow-up phone call with the person(s) involved with the incident within 48 hours

Administrative:

- Adhere to HIPAA requirements
- Adhere to federal, state and PATH requirements, AHA best practices and insurance requirements relevant to therapy
- Stay current on emerging and published research in the field and recommend incorporation into Mane Stream's programs and services.

Financial:

- Provide input on annual budget for therapy services
- Ensure accuracy of client billing
- Assist with funding requests and other therapy-related reports

Other:

- Consult with administrative staff as needed
- Consult with Instructor and Camp staff regarding sensory needs of participants
- Help organize and participate in Special Events when requested
- Other tasks as requested by Director of Program Services

Department: Program

1/25/2024