**SPECIAL SERVICE FOR GROUPS / OCCUPATIONAL THERAPY TRAINING PROGRAM**

**JOB DESCRIPTION (public facing)**

Organization: Occupational Training Program – SF

Title: Occupational Therapist

Benefits: Medical, Dental, Vision, 403B retirement, Pet insurance

**About OTTP-SF**

Over the last 25 years, our multidisciplinary staff of licensed mental health occupational therapists, AMFTs, LMFTs, ASWs, MSWs, LCSWs, LPCCs, and Psychiatric Mental Health Nurse Practitioners have served more than 10,000 clients. At OTTP we welcome collaborating, autonomy, and exploration of ideas to meet the ever-evolving needs of our clients. Our services include early intervention, school-based, workforce development, and after-care services. Clients at OTTP are between the ages of 3 to 24. Our interventions include assessment, therapeutic individual intervention, therapeutic groups, psychotherapy, family therapy, employment, and case management. Therapeutic activities are hands-on, engaging, and meaningful to our clients. This is why we say we are “healing through doing.” Our mission has been to promote social justice by working to dismantle oppressive systems. We work to balance personal and professional growth to allow for more sustainability with work by supporting boundaries and self-care.

**In order to keep staff and participants as safe and healthy as possible, all staff working on-site will be required to be vaccinated (COVID-19) prior to beginning work.**

**Summary**

Under the supervision of a Licensed Occupational Therapist, the OTR/L will provide individual and group interventions to youth impacted by trauma ages 5-21 involved in OTTP-SF’s programs. The OTR/L will provide a variety of therapeutic interventions, including individual assessment, individual therapy, group therapy, and intensive case management services to high–risk youth and their families who meet Medi-Cal necessity.

**Essential Functions**

* Collaborate with Care Managers and SFUSD to obtain client referrals
* Develop client-centered and strengths-based treatment goals
* Facilitate client-centered and strengths-based interventions in school, home and community-based settings
* Participate in plan of care meetings with client, family and wrap-around service providers
* Identify community resources and facilitate community linkages for youth clients
* Maintain oral and written communication regarding clients as needed with educational personnel, care managers, parents and guardians and community agencies
* Provide consultation to families and community partners with client permission to increase generalization of therapeutic strategies for increased success across educational, vocational, and social contexts
* Complete documentation and billing in a timely fashion according to CBHS standards in the AVATAR system
* Oversee and maintain organized working files on all assigned clients
* Participate in PURQC activities to ensure quality of services
* Attend scheduled meetings for direct individual and group clinical supervision, multi-disciplinary staff meetings, interagency collaboration, evaluation reporting, and staff development and training
* Represent OTTP-SF in community meetings to increase interagency collaboration
* Maintain professional behavior at all times
* Other duties as needed
* Regular attendance is required

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

* CBOT licensure
* Verification and background check required
* TB Clearance (every four years)
* Reliable transportation
* Proficiency in Spanish preferred but not required

**Supervisory Responsibilities**

None

**Environmental Conditions (Working Conditions)**

This position entails working with children, youth and young adults with behavioral and emotional needs in home, school and community settings.

**Physical Requirements**

This position entails sitting, standing and walking.

**Mental Requirements**

This job requires that the individual be able to maintain appropriate work pace to complete the assigned work load, perform varied and complex tasks, relate to other people beyond giving and receiving instruction, effectively influence people on a consistent basis, make generalizations, evaluations or decisions without immediate supervision, accept and carry out responsibility for direction, control, and planning, communicate effectively, and adjust to every changing priorities.