

OCCUPATIONAL THERAPY TRAINING PROGRAM

Promoting Possibilities

SPECIAL SERVICE FOR GROUPS, Inc. / OCCUPATIONAL THERAPY TRAINING PROGRAM

JOB DESCRIPTION (public facing)

Organization: Occupational Training Program – SF

Title: Bilingual Spanish Occupational Therapist

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

FTE: Full time

Salary: \$3,900 - \$4,333 bi-monthly DOE

About OTTP-SF (www.ottp-sf.org)

Over the last 23 years, our multidisciplinary staff of licensed mental health therapists, LCSW's, MFT's, ASW's, AMFT's, LPCC, OT's 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 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 is to provide mental health services to empower the youth that we serve to achieve their emotional, educational, vocational and personal goals.

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 2-24 involved in OTTP-SF's programs. The OTR/L will provide a variety of therapeutic interventions, including assessment, individual therapy, group therapy, and case management services.

425 DIVISADERO STREET / SUITE 300
SAN FRANCISCO, CA 94117

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P 415.551.0975 F 415.551.1763

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Essential Functions

- Collaborate with stakeholders to obtain client referrals
- Complete strength-based occupational therapy assessments
- 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 funders standards in the AVATAR, CMS, or other billing and documentation systems
- Oversee and maintain organized working files on all assigned clients
- Participate in quality assurance 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

- Proficient in Spanish
- Experience in social services or the non-profit sector preferred
- CBOT licensure
- Verification of Employment Eligibility and background check required
- TB Clearance (every four years)
- Reliable transportation
- Must be a team player

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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.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer. We encourage people of color, women, queer and trans/gender-nonconforming individuals to apply.



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