

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0447591  
POSITION NO: 934768  
CLASS CODE: 3806

Date Posted: 04/29/08  
Closing Date: OUF

POSITION TITLE: OCCUPATIONAL THERAPIST  
DEPARTMENT NAME: Office of Special Education & Rehabilitation Services  
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Az  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A  
Days: Mon - Fri Permanent:  SALARY:  
Hours: 8:00am 5:00pm Temporary:  Duration: \$ 53,476.80 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs professional work of unusual difficulty in providing rehabilitative and developmental therapy and support services requiring independent decision making and judgment; provides professional leadership and expertise in the determination of appropriate therapeutic and methods; develops treatment plans; serves as member of interdisciplinary core team in accordance with program protocol and federal and state regulations and guidelines; performs related work as assigned.

Develops and/or adjusts treatment plans for client based on knowledge of client's situation gained from interviews and case information; conducts therapy in accordance with treatment plans and specific methodologies and techniques; chooses treatment modalities for client's ability to produce pre-determined goals such as muscles strength and coordination, sensory motor integration and/or increased awareness of and ability to cope with client's surroundings; provides early intervention therapy services to infants and toddlers who have, or are at risk of having developmental delays, and their families.

Attends and participates in discussions and problem solving processes; designs and constructs adaptive, assistive and supportive equipment for use by client to improve motor functioning, strength and support muscles, or prevent malfunctions or deformity; confers with staff members, specialists, consultants and members of treatment team to discuss client care, treatment of case administration; maintains appropriate clinical and administrative records regarding diagnosis, treatment and summary of clients progress.

Conducts and participates in in-service training and staff development programs; performs public awareness and informational activities; confers with other practitioners and technical experts in field of specialization in order to broaden knowledge, acquire specific information or obtain advice or consultation; prepares required reports; performs special assignments and projects as required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

(1) A Master's degree in Occupational Therapy or related field; and (see 1 below); or (2) a Bachelor's degree in Occupational Therapy or related field; and (see 2 below)

**Experience:**

(1) six (6) years of professional occupational therapy experience; (2) seven (7) years of professional occupational therapy experience. *(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).*

**Physical Requirements and Work Environment:**

Work involves a minimal physical effort in an office setting; interacts with clients to provide therapy.

**Special Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of occupational therapy.

Knowledge of anatomy, physiology and/or kinesiology.

Knowledge of occupational therapy services, facilities and equipment.

Knowledge of a range of therapy methods and techniques.

Skilled in preparing and maintaining client records.

Skilled in establishing and maintaining confidential records.

Skilled in developing and implementing therapeutic techniques.

Ability to observe, assess and record symptoms, reactions and progress.

Ability to explain and demonstrate techniques of the profession to staff, clients, primary caregivers and others.

Ability to effectively communicate medical information, test results, diagnoses and/or proposed treatment.

Ability to assess individual client needs.

Ability to use independent judgment and to manage and impart confidential information.

Ability to fabricate and fit a range of adaptive devices for individual clients and to instruct in the use and maintenance.

Ability to establish and maintain effective working relationships with others.

Ability to communicate verbally and in writing.

**License/Certification Requirements:**

Must possess an Occupational Therapy license in assigned state and a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*