



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Occupational Therapist Job Description

RESPONSIBLE TO: Executive Director, Therapy Director

GENERAL RESPONSIBILITIES:

1. Develop and implement occupational therapy program attainable within 7-week timeline (3.5 weeks for preschool-aged children).
2. Complete documentation as required within setting.
3. Participate in camp life.
4. Communicate with other members of the team who support the children on your caseload.
5. Provide sessions as written on schedule. Make up missed sessions on weekend day that you are working or in morning/afternoon.
6. Complete other duties as assigned.

SPECIFIC RESPONSIBILITIES:

1. Arrive on agreed upon day/time.
2. Participate, orient, prepare and chart review during orientation week.
3. Meet with each camper on caseload and their families during opening weekend, as they arrive.
4. Assess each camper on caseload and determine frequency of service to provide.
5. Together with therapy department, determine schedule for treatment over the summer. Scheduled treatment times are from 9:00am – 11:45am and resume from 2:30pm-5:30pm. Treatment may also include mealtimes, sessions in cabins, and activities around camp as appropriate.
6. Develop carryover plan/program for each camper and disseminate to counselor.
7. Train counselors and staff as needed on use of equipment, safety, techniques etc.
8. Track data on goals weekly.
9. Check in with counselors at least once weekly, making adjustments to programming as needed.

10. Attend daily departmental meetings to discuss the day's announcements/camp events.
11. Attend 'staffings' if they involve campers on caseload (happen during 1-2:30pm break time).
12. Participate with camp which includes but is not limited to:
 - a. Eating meals with campers and staff during all work days
 - b. Assisting for certain nighttime activities (ex. counselor hunt, HOG)
 - c. Provide coverage in units as needed for 'Night's Out'
13. Keep personal quarters clean.
14. Keep therapy areas clean. Rotating duties will be assigned weekly.
15. Complete one report for each camper on caseload.
16. Meet and disseminate report to parents on closing day of camp, when children are picked up.
17. Deep clean therapy areas and personal quarters before leaving.

QUALIFICATIONS:

1. Must have national endorsement and active occupational therapist license in the state of Michigan.

WORK CONDITIONS:

This is an 8-week contract with 5 days off for the duration of the contract. This position requires early morning and evening hours, most notable at the beginning of the season. It does provide time for documentation between 1-2:30pm weekdays, in the evenings and on weekends when working.

PHYSICAL REQUIREMENTS:

1. This job requires occupational therapists to: sit and stand for extended periods of time, stoop, kneel, get up from the floor and crouch.
2. Lift 50 pounds, and transfer a person up to 100 pounds.
3. Dexterity to manipulate small items and demonstrate skills being worked on.
4. Vision and hearing are required to enable the professional to provide a safe environment for campers.