



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### LICENSED OCCUPATIONAL THERAPY ASSISTANT

**DATE POSTED:** May 26, 2017

**APPLICATION DEADLINE:** June 9, 2017

**Position no./ Range:** 0332/ 51.00

**Union Status:** Non- Union

**Starting Pay/ Range:** \$20.98 - \$23.16 p. hr.

**Status/ Hours:** PT / Non- Exempt

**Hours of Work:** 9:00a- 12:00p

**No. of Positions:** 1

**Location:** 835 S. 35<sup>th</sup> St., SD, CA 92113

**Dept./ Program:** Adult Day Health Care (ADHC)

#### **Basic Job Assignment:**

Under immediate supervision of a registered occupational therapist, executes clients' treatment plans within scope of responsibility and expertise; and performs related work as required within a person centered care service delivery model.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of human anatomy and physiology, including all systems of the body, with emphasis on muscular-skeletal, circulatory and nervous systems; basic psychology and human relations; patho-physical conditions resulting from injury and disease, which may include selected disabilities resulting from medical, orthopedic or neurological conditions; concepts and scope of occupational therapy and its relationships to other health care professions, roles and functions; roles and functions of the Licensed Occupational Therapist and Occupational Therapist Assistant; professional ethics and conduct; medical and legal aspects of occupational therapy care; basic principles of therapeutic exercise; use of adaptive equipment; and basic recreational and activities planning and coordination. The ideal candidate will also have the ability to appropriately apply knowledge and skills in the care of clients; maintain accurate written records, charts and reports of patient activities and progress; establish and maintain effective working relationships with clients, care givers and fellow staff members; communicate effectively, both orally and in writing; instruct patients and families on basic occupational therapy techniques; organize, set priorities and exercise sound independent judgment within areas of responsibility; exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people in a variety of situations; demonstrate enthusiasm and motivate clients; operate a computer using word processing and publishing applications and operate other standard office equipment; and understand and follow written and oral instructions. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Must possess a valid Occupational Therapy Assistant License issued by the CA Board of Occupational Therapy;
- A minimum of one year experience working in a day treatment setting utilizing both group and individual session modalities preferred; *Recent graduates with strong clinical experience working with the geriatric population may be considered.*
- TB test required upon hire and must be maintained every four years.



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- Current CPR and Adult First Aid certification required.
- Valid Class C California driver's license and current California automobile insurance;
- Experience working with Latino and African-American population highly desirable;
- Ability to push more than 100 pounds and lift more than 50 pounds;

### **Example of Major Functions:**

- Demonstrates and administers those occupational therapy activities within scope of responsibility and expertise as indicated in the treatment plan;
- Instructs and assists designated clients with critical daily living activities and ongoing daily responsibilities;
- Instructs clients, assists in instruction and/ or demonstrates compensatory techniques, the use of adaptive equipment, therapeutic exercise and activities, safety techniques, etc. to facilitate clients' optimum safety and independence in home environments;
- Maintains treatment records;
- Charts progress notes related to treatment plans;
- Records daily treatments on individual treatment schedules;



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org). Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

**NOTE:** *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

### **ABOUT NHA**

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation;

- |                          |                         |                                |
|--------------------------|-------------------------|--------------------------------|
| • Sick leave;            | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays;      | • Medical;              | • Supplemental Life &          |
| • Two (2) personal days; | • Dental;               | Voluntary Products;            |
| • Four (4) days annual   | • Flexible Spending     | • Social Security;             |
| bereavement leave;       | Account (FSA);          |                                |

*\*Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

*This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

**Please note that offers of employment are only valid if they are made by the Human Resources Department**