

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Occupational Therapist

**Department:** Legacy 68:5

**Hired By:** Toni Steere

**Reports To:** The Oaks Director

**Campus:** Faith Center Spring Branch

**Status:** Part-Time/Non-Exempt

**Employment Category:** V

**Summary of Position:** We are seeking a dedicated and compassionate Occupational Therapist to join our multidisciplinary team at the Legacy 68:5 Family Connection Center. As an Occupational Therapist, you will play a crucial role in supporting the physical, emotional, and developmental needs of children in foster care and those going through the adoption process. Your expertise will contribute to the holistic care provided to these vulnerable individuals as they navigate life transitions.

**Purpose:** The Oaks will provide accessible, affordable, holistic, trauma-informed care for kinship, foster and adoptive families in our city. Through a professional, multidisciplinary team families will experience a high level of care at placement including counseling, occupational and speech therapies, legal care and more. In partnership with Legacy 68:5's Connection and Equipping Initiatives the Family Connection Center will strive to provide families the opportunity to prevent crises by cultivating deep healing connections for every member of the family unit.

## Duties and Responsibilities:

- Conduct comprehensive assessments of children's sensory, motor, and developmental skills to identify strengths and areas of concern.
- Collaborate with other members of the multidisciplinary team, including social workers, psychologists, speech therapists, and medical professionals, to create individualized care plans.
- Develop and implement therapeutic interventions and activities to address children's sensory processing, fine and gross motor skills, self-care tasks, and emotional regulation.
- Provide guidance and training to foster parents, adoptive parents, and caregivers on strategies to support the children's occupational therapy goals at home and in their daily routines.
- Monitor and document progress, adjusting intervention plans as needed based on ongoing assessment and observations.
- Advocate for the unique needs of children in foster care and those undergoing the adoption process, ensuring that their developmental, emotional, and physical needs are met.
- Collaborate with external service providers and educational institutions to ensure a comprehensive and coordinated approach to each child's care.
- Participate in team meetings, case conferences, and training sessions to contribute your expertise and learn from other professionals.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

## Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

Administration

Service to others

Teacher/Leader

- Good Communication skills       Team builder       Self-disciplined
- Servant leader       Decision maker       Strong work ethic
- Empathy for ministry partners       Attention to detail

- A Master's degree in Occupational Therapy from an accredited program.
- Current state licensure as an Occupational Therapist.
- Experience working with children and adolescents, particularly those in foster care and adoption settings.
- Strong understanding of child development, sensory processing, and trauma-informed care.
- Ability to assess and address fine and gross motor skills, sensory integration, self-care tasks, and emotional regulation.
- Excellent communication and interpersonal skills for collaborating with multidisciplinary teams and interacting with children and families.
- Empathy, patience, and a genuine passion for working with vulnerable populations.
- Flexibility and adaptability to meet the evolving needs of the children and the organization.
- Prior experience in multidisciplinary settings and familiarity with foster care and adoption processes is a plus.

**Education and/or Experience:** Select all that apply

- College graduate required       Administrative Experience       Personnel Management
- Church Staff experience preferred       Other: **TBRI Practitioner Required, Empowered to Connect, Trauma Competent, Darkness to Light Trainer preferred.**

**Organizational Relationships:** Reports to The Oaks Director

**Working Conditions:** Select all that apply

- 40 hour work week       Additional hours as needed       Occasional off campus activities
- Continuing Education       Specialized training       Occasional travel

**Prepared By:** Kristi Campbell

**Title:** Legacy 68:5 Administrative Assistant

**Date Prepared or Revised:** 10-19-2023

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name