



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Occupational Therapist

MINISTRY: Education, Labour, Employment and Customer Service

LOCATION: Providenciales

JOB SUMMARY:

This is a professional position, performing evaluations, developing and implementing occupational therapy interventions to enhance the functional abilities of students with diverse needs. This position requires a commitment to creating an inclusive and supportive learning environment, collaborating with multidisciplinary teams, providing support to parents and families, and providing evidence-based interventions.

KEY DUTIES AND RESPONSIBILITIES:

1. Conduct comprehensive assessments to identify students' fine and gross motor skills, sensory processing, and other occupational therapy needs.
2. Analyze assessment data to develop individualized treatment plans in collaboration with the multidisciplinary team.
3. Modify and adjust intervention strategies based on ongoing progress assessments.
4. Provide direct occupational therapy interventions to address students' individual needs.
5. Use evidence-based practices to enhance students' functional abilities.
6. Recommend and implement adaptations and assistive technology to support students in the educational setting.
7. Attend and actively contribute to Individualized Education Program (IEP) meetings and collaborate with the IEP team to align therapy goals with educational objectives.
8. Writing and maintaining confidential client case notes and reports, as well as information for clients, careers and other professionals.
9. Provide regular reports to parents, teachers, and the multidisciplinary team.
10. Managing a caseload taking account of priority cases, waiting lists, successful outcomes, referrals and discharge of service users.
11. Working with others to provide the effectiveness of service delivery.
12. Conducting personal development reviews with colleagues.
13. Setting organizational and personal objectives.
14. Planning and delivering education and training to parents, teachers, and staff on occupational therapy strategies.
15. Contributing to the implementation and evaluation of projects and developments.
16. Undertaking clinical audit through the collation or statistical, financial and other data relating to service delivery.





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17. Contribute to team effort by accomplishing related results as needed.
18. Adhere to all public service codes, rules and regulations.
19. Perform other related tasks which may be assigned by the job holder's Head of Department.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Master's Degree or higher in Occupational Therapy
- Registration as an Occupational Therapist from country of training or origin and possess maintain a current license.

Experience

- The position requires five (5) years' experience providing therapeutic services.

SALARY: Grade 9.1 - \$75,363.00 per annum plus allowances

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications without supporting documents will not be processed
We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

