

Specialty Volunteer Position Occupational and Physical Therapy Department Volunteer

Job Description

Job Title: Occupational/Physical Therapy (OT/PT) Department Volunteer
Department: Therapy
Reports to: Therapy Department Volunteer Coordinator
FLSA Status: Volunteer
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SUMMARY:

To assist in keeping the upstairs gym clean and organized, to help keep the casting room and toys clean and put away in cabinets, to do regular inventory of standardized testing kits used by occupational and physical therapists. Other job duties include special projects to help occupational, physical, and/or speech therapists such as but not limited to laminating, making copies, and cutting foam for adaptive seating projects.

If volunteer is interested in future application to occupational or physical therapy school: To be able to “shadow” or “tail” an OT or a PT (occupational or physical therapist), the volunteer must have spent some time in the Classroom Volunteer position first. If the OT/PT Therapy Department Volunteer is interested in future application to OT or PT school, then after a period of classroom volunteer time that individual will be allowed to follow an occupational or physical therapist during weekly treatment of a child with special needs for ½ to 1 hour of that individual’s weekly volunteering time.

If volunteer is not interested in future application to OT or PT school, but would just like to help out the therapy department, that individual does NOT need a period of prior volunteering in the classroom, but if that individual is interested in doing both, that is welcome.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and special projects may be assigned.

- Keeping the gym upstairs clean and organized, wiping down mats, therapy balls, and other pieces of equipment that young children may mouth.
- Washing and putting away toys
- Washing and putting away feeding supplies
- Organizing cabinets in gym and small gym downstairs
- Cleaning and organizing two other small therapy rooms
- Regular inventory of standardized test kits
- Laminating projects for therapists
- Cutting and gluing foam to make adaptive seating devices for children with special needs
- Organizing and keeping the cabinets and work space free in the casting room
- Other special projects designated by occupational or physical therapist
- If individual is interested in future attendance at OT or PT school, have ½ hour to 1 hour weekly observation of occupational or physical therapy, assisting therapist when needed, with ability to form relationship and learning opportunity with therapist

QUALIFICATIONS

To perform this job successfully, an individual must be able to be organized and envision what organizational skills might be necessary for an occupational or physical therapist to work efficiently. An individual volunteering in this position needs to have enough physical strength and endurance to lift bolsters, move therapy mats, and move around the gym on their feet without problems. Reading and carrying out written instructions are necessary, as well as communication skills to coordinate duties and ask questions from a variety of therapists.

EDUCATION AND/OR EXPERIENCE

High School Diploma necessary.

If individual is interested in future attendance at OT or PT school: college preparatory classes necessary as prerequisites to apply for occupational or physical therapy school is preferred. A strong interest in going to physical or occupational therapy school, particularly for a specialty in pediatrics.

OTHER SKILLS AND ABILITIES

- Flexible and creative when presented with various tasks and/or projects.
- Flexible personality
- Able to communicate and relate well to others, including children and families

NECESSARY CERTIFICATES, LICENSES, AND REGISTRATIONS

Background check necessary for all volunteers

Fingerprints necessary if volunteer has lived outside of Washington State for over 3 years

LANGUAGE SKILLS

Ability to comprehend simple instructions in English.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is regularly required to use hands to finger, handle, or feel. The volunteer will need to lift equipment such as bolsters, inflated therapy balls, and move therapy mats. This work involves bending, squatting, and reaching. Cleaning involves use of Clorox wipes and diluted hydrogen peroxide. Vision necessary to be able to read other therapists' handwriting.

WORK ENVIRONMENT

The work environment is in both the casting room off the gym as well as in the large gym itself. The other small therapy rooms constitute additional work environments. If observation of physical or occupational therapist is utilized, that environment may take place in a small room, the large gym, or one of the classrooms. The casting room is used by an orthotist once a month. For six months out of the year, the casting room is shared with a physical or occupational therapy student from the University of Washington. If crowding is an issue, accommodations will be made for other temporary work spaces.