

The Howard County Public School System

Job Analysis

JOB TITLE: Physical Therapist, Infant & Toddler Program

DOT/O*NET Code: 076.121-014/29-1123.00

POSITION INFORMATION

Summary of Duties:

The Physical Therapist in the Infant & Toddler Program provides physical therapy services to children from birth to three years of age. Referrals are received from parents, pediatricians, and other health care providers. The Physical Therapist provides physical therapy services to address developmental needs and may function as the service coordinator for an infant/toddler. The services are provided in a variety of settings, including home, daycare center, or community during school hours. Each therapist is assigned to a designated geographic area, and is responsible for scheduling his or her appointments. This is an 11 month position.

Essential Job Functions:

- Upon receipt of a referral, visit the home to evaluate the infant/toddler, and ascertain the concerns of the parent or caregiver.
- Prepare an intake report and related forms; if appropriate complete an initial assessment and develop an Individual Family Service Plan (IFSP). Develop a physical therapy treatment plan if physical therapy is part of the IFSP; copies of the initial report and/or treatment plan may be provided to treating physicians.
- Track global development of the infant/toddler; advise parents of other therapies that may be needed.
- Accurately record and maintain progress notes.
- Consult with other therapists, and conduct visits with other therapists as determined appropriate.
- With parental permission, communicate with pediatricians, neurologists, orthopedists, private therapists, and others involved in the care of the child.
- Suggest identified equipment needs to parents, as appropriate.
- Adapt equipment in the home to meet the child's needs.
- Train parents, daycare providers, nannies, private preschool staff, or primary caregivers.
- Responsible for transition planning for those children for whom the Physical Therapist is the service coordinator; assist with transition planning for any child receiving physical therapy services.
- As the service coordinator in charge of transition planning, take parents to observe different educational settings, coordinate completion of a transition assessment, and coordinate contact with part B representatives to establish eligibility; take new therapists on a visit to see the child.
- Reassess children in all areas prior to discharging them from the program.
- Attend staff development meetings, team meetings, physical therapy meetings, Office of Early Intervention Services meetings, and any additional meetings, as requested.

- Retrieve equipment from the storeroom.
- May prepare letters of medical necessity.
- May supervise a physical therapy student intern.
- Maintain regular on-time attendance.

Machinery, Tools, Equipment, Work Aids Used:

- Walkers
- Gait Trainers
- Adaptive strollers/wheelchairs
- Standers
- Adaptive chairs/sitters
- Adaptive tricycles
- Adaptive tables
- Benches
- Balls
- Tunnels
- Climbers
- Sliders
- Laptop
- Files; records; filing cabinets
- Cell phone

Products/Materials Handled:

- Infant/toddler personal items
- All items listed above under machinery, tools, equipment, and work aids used

EDUCATIONAL/VOCATIONAL PREPARATION

- Graduation from an accredited physical therapy program at the time of initial licensure.

REQUIRED CERTIFICATES/LICENSES

- State of Maryland license is required.
- Fulfill requirements to maintain licensure.
- Blood borne pathogen training is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and skills generally acquired from the completion of the educational requirements of the position.
- Knowledge necessary to obtain and maintain required licenses.
- Knowledge of federal, state, and local laws, regulations, and procedures related to school health services.
- Knowledge of related resources in the community.
- Ability to communicate effectively both orally and in writing to parents and staff members.
- Strong documentation/record keeping skills.
- Ability to identify and develop resources needed to implement special education programs.

- Ability to relate well to students, parents, staff, and community-based service providers.
- Knowledge of computers and software.

JOB SITE ENVIRONMENT

Work Site

- 85% inside
- 15% outside

Temperature Factors

- Exposed to weather conditions when outside the school building.

Noise Factors

- Exposed to intermittent noise in the hallways between classes, and from bells and alarm systems.
- Exposed to noise in home visits.
- Exposed to road noise while driving.

Vibrations

- N/A

Air Quality Factors

- May be exposed to smoke in home visits.

Working Surface

- Carpet
- Tile floors
- Wooden gymnasium floor
- Stairs
- Blacktop and cement surfaces outside
- Natural ground and playground surfaces

PHYSICAL REQUIREMENTS – Physical Therapist - Infant and Toddler Program

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
			X				Needed daily, usually for brief periods at a time, to work with children and adaptive and ambulation devices and equipment. Alternatives to bending may include sitting on a stool or floor, squatting, and kneeling.
			X				Usually partial squatting for brief periods at a time. Alternatives to squatting may include sitting, bending, and kneeling.
			X				Needed usually for brief period when working with some children and training caregiver.
			X				Needed when working with children and training.
					X		Needs above average skills to negotiate outside in the community often carrying equipment on walks, stairways and in building and homes in all weather conditions. May be needed to retrieve and store toys, equipment and supplies.
		X					Needed for driving, often on the floor with children; usually 15 to 30 minutes at a time but can be several hours for meetings.
			X				Standing for brief periods; is usually combined with walking.
			X				Needed for 3 to 5 minutes at a time throughout the day.
	X						Briefly with some children.
			X				Includes kneeling, lying and floor sitting.
				X			Needed for positioning and facilitating movement patterns in children; coaching caregivers; fingering may be needed for operating dictation device, turning pages, handwriting, keyboarding, use of equipment; and manipulating small and medium size objects.
					X		Needed for positioning and facilitating movement patterns in children; coaching caregivers; operate and adjust equipment and assistance devices.
			X				Needed to operate a vehicle.
			X				Needed most days.
	X						May be needed on playground equipment with some children.
			X				Needed for 2 to 3 hrs a day to travel to homes.

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day		1-10	<25	<100	100-500	500+ per day	
N	R	I	O	F	C	In pounds	
Lift Floor to Knuckle	20	15	10	--	--		Needed to handle equipment (i.e. stander, high chair) to transport from office storage to home.
10 in. to Knuckle	35	20	10	3	2		
Knuckle to Shoulder	20	15	10	3	2		Needed to assist in transfer and operate equipment and to store and retrieve toys, supplies, and equipment.
Shoulder to Overhead	15	10	--	--	--		May be needed to retrieve and shelve books and supplies; place posters or displays; and store supplies and equipment.
Push	40	30	25	15	--		Needed to open doors and to move therapeutic and adaptive equipment while working with students and training staff.
Pull	40	30	25	10	--		Needed to move therapeutic and adaptive equipment while working with students and training staff.
Carry	35	20	15	--	--		Needed to carry laptop, equipment (i.e. stander, high chair) and supplies. Carts may be available.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, MA, CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date