Old Mill Center
for Children & Families

Position: Pediatric Occupational Therapist

Pay: $54-$62/visit DOE

FTE: Full-time (40 hours)

Expected Start Date: 10/26/2026

Position Summary: The Pediatric Occupational Therapist will work with a wide range of clients from birth to age 18 with a variety of diagnoses. These diagnoses can range from autism, sensory processing disorder, feeding difficulties, Down syndrome, orthopedic and neurologic diagnosis, handwriting difficulties, etc. The Pediatric Occupational Therapist will need to be able to assess clients, develop treatment plans, and have excellent communication skills to be able to train parents/caregivers as well as communicate with other members of the team and the client's primary care provider (ability to work with COTA's and students).

Qualifications and Experience:

Graduate from an accredited school of Occupational Therapy and have a valid Oregon OT License and Credentials. Applicants must have at least 1 year of professional OT experience working with children and have excellent knowledge of physiology, best practice and standards. Current CPR and Basic First Aid Certification is required or able to obtain.

Major Responsibilities:

1. Evaluate the condition of clients and analyze their needs.

2. Provides quality care by assessing and interpreting evaluations and test results; determining treatment plans in consultation with physicians, and by prescription. Helps clients accomplish treatment plan and secure necessary supplies and adaptive equipment for clients to facilitate progress towards established goals.

3. Evaluates effects of therapy treatments by observing, noting and evaluating client's progress; providing medically necessary treatment plan and modifications

4. Manage the appropriate therapy units for clients based on individual clinical needs; Participates in the Q & A process for rehab related issues.

5. Instructs and counsels clients by describing therapeutic regimens; gives typical growth and development information; promotes wellness and health maintenance

6. Prepare documentation, progress notes, reports, and discharge summaries as required

7. Reviewing the clients progress and upgrading the prescribed treatment as per the requirements.

8. Educating the clients family about clients' needs and how to provide adequate medical care for them.

9. Communicate on a regular basis with the client's medical team on the status, progress, barriers, and needs of the patient.

10. Prepare documentation to obtain authorization as needed.

General Performance Requirements

- Ability to lift up to 20 pounds frequently, up to 50 pounds occasionally and up to 100 pounds rarely and maintain safety guidelines for this position.
- Ensures proper operation of equipment by complying with company procedures and following manufacturer's instructions.
- Protects clients and employees by adhering to treatment location infection control policies and protocols and keeping information confidential per company and federal requirements. Maintains safe and clean working environment by complying with treatment location and department procedures, rules and regulations.
- Working knowledge of Microsoft Office applications (Outlook, Word, Excel, & PowerPoint) and ability to learn company or customer systems
- Good problem-solving skills
- Must be able to maintain confidentiality regarding client, employee and company proprietary information
- Must have the ability to relate professionally and positively and work cooperatively with clients, families, and other employees at all levels

To apply: Please submit a resume and cover letter expressing why you would like to work for Old Mill Center.