

Director of Therapy



Hours 36 hours/week (Mon-Thurs 7:30am-4pm, Fri 7:30am-11:30am)

Reports to Senior Director of Children & Family Services

Position Overview

The primary goal of the Director of Therapy is to oversee the Developmental Center therapy team, including Occupational Therapists, Physical Therapists, Speech-Language Pathologists, Vision Therapists, Assistive Technology Professionals, Connected Learning Manager, Therapy Associates, and the Nursing staff. This position provides guidance, supervision, and direction to the therapeutic services offered to LLH students.

The Director of Therapy clearly understands and embraces that they are a part of Little Light House, a Christian ministry with Biblical core values whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

Principal Duties and Responsibilities

- > Directs all efforts and activities associated with the overall coordination, guidance, supervision, and direction of the practices, processes, and programs of the therapy team members of the Little Light House transdisciplinary team
- > Leads the therapy team, directing planning and implementation of therapy groups and therapy events, holding monthly one-on-one meetings with each team member, and ensuring team members are working as a unified team
- > Supports the therapy team in maintaining evidence-based practices, advances in technological services and innovation assuring that therapeutic services at Little Light House are of the utmost quality for an education-based developmental center
- > Collaborates with the Director of Education in coordinating student's individualized educational and therapeutic programs, Children's Services policies and procedures, and other areas of need
- > Assumes leadership duties in conjunction with the leadership team in the overall direction, planning, and implementation of LLH programs, policies, procedures, and projects and ensures adherence among the therapy team members
- > Serves as a leadership team ambassador of the LLH in community, state, national and international functions, seeking out opportunities to build relationships with community partners
- > Provides input into the LLH budget, executing judgment on daily operations to function within that budget for the therapy team
- > Works with the Director of Education and Sr Dir of Children & Family Services to monitor behavior concerns in the classrooms and supervise private Registered Behavior Technicians (RBTs). Works closely with the Dir of Education and the Social Worker to identify students who need to be referred to a psychologist for developmental evaluations

- > Oversees and maintains relationships with colleges and universities as well as therapy interns from various colleges and universities
- > Assists the Children's Services Coordinator in planning and coordinating annual Shining Light Conferences
- > Manages paperwork timeline/due dates for Children's Services
- > Completes Purchase Orders
- > Oversees the Placement/Screening Process
- > Interviews and makes hiring decisions for new positions, therapy and non-therapy-related
- > Coordinates interns/dedicated volunteers, along with the Volunteer Manager
- > Daily attendance at Flock
- > Attendance at weekly meetings
- > Attendance at LLH fundraising events
- > Attend workshops/seminars as requested, CS In-services, and relevant conferences
- > Other duties as needed or required

Required Qualifications

- > Holds current licensure in an area of expertise in the State of Oklahoma
- > 3+ years of experience working with children with developmental disabilities
- > 2+ years of leadership/management experience
- > Experience with children from birth through six years of age
- > Support for and participation in the trans-disciplinary team approach to Special Education
- > Excellent skills in communication, leadership, supervision, learning new tasks, teamwork, organization, initiative, and self-directed completion of the job
- > Works independently and cooperatively as a team member with all LLH staff
- > Incorporates a welcoming and teaching attitude towards guests, student interns, and others who come to learn from the LLH team
- > Holds current CPR certificate
- > Holds mastery of skills in Early childhood development and therapeutic interventions, adaptive/AT equipment
- > Practices adequate clinical and administrative documentation
- > Excellent organizational/multitasking and time management skills
- > Effective and disciplined interpersonal relationship skills
- > Manages confidential information regarding students, families, staff, and LLH leadership activities using discretion and judgment
- > Ability to lift, push, pull, and carry 40lbs across a room

Supervision Received

- > Reports to the Senior Director of Children & Family Services

Supervision Exercised

- > Responsible for overseeing all therapy services, therapy staff, nursing staff, interns, students, and volunteers assigned to the therapy team
- > Collaborates with the Volunteer Manager regarding external student programs or volunteers for participation in therapy programs at LLH
- > Oversees or coordinates professional therapy student internships by assigning them to therapy team members in their area of interest/licensure, interviewing and selecting internship candidates, and providing clinical learning experiences at Little Light House