



The Greater Richmond ARC (www.richmondarc.org) provides a variety of innovative services and programs that span the lifecycle and assist people with mental retardation and other developmental disabilities to live happy, successful and meaningful lives.

Occupational Therapist

Part Time Employment of 10-20 hours/week with potential to grow to full-time

Job Description:

- Provide direct occupational therapy services, support and education to children and families enrolled in the Infant and Child Development Services program of the ARC
- Use a family-centered approach
- Ensure case management documentation is maintained and billing completed accurately and in a timely fashion

Qualifications:

- Proficiency in the specialty of pediatric occupational therapy and knowledge of the latest techniques relative to this specialty area of therapy
 - Masters degree in Occupational Therapy
 - 1-3 years of clinical experience, internships or externships
- First Aid and CPR certification required
- Need to have reliable transportation
- Clear communicator (oral and written) and computer literate; able to learn new skills related to current technology

Diversity in the workplace:

- provide playgroups for children living in homeless shelters
- assist with **fun**draising projects such as our locally known wine tasting
- co-treating with PT, ST and early childhood special educators

What our staff is saying:

- "The flexibility I am given allows me to schedule clients around my own children's activities."
- "I like my boss who always tells me when I am doing a good job. Our staff is knowledgeable and professional, but we have fun too."
- "I enjoy being able to dress casually."
- "I love knowing what I do makes a difference in the lives of the families that I work with."

Full-time positions have medical, vacation/holiday/sick time off plans, retirement plan and dental benefits.

Apply via:

- email current resume to carolyn.burton@richmondarc.org
- faxing resume to 804-353-0163 attn: "Educator Opening"
- send resume to or complete an application at the Greater Richmond ARC at 1901 Westwood Avenue, Richmond, VA 23227