

DIOCESE OF ALLENTOWN
John Paul II Center for Special Learning, Shillington
Position Description

Position Title: Occupational Therapist

Reports To: Lead OT, Principal

Position Type: Full-Time, Exempt (12-month position)

Position Summary: The Occupational Therapist will serve as a valued member of therapy and educational teams across multiple settings, supporting individuals of all ages in achieving their highest potential in academic, social, vocational, and daily living skills. Services are provided to students and adults with a wide range of developmental, physical, sensory, and cognitive disabilities. This position spans five days per week across three distinct program areas: three days in the school-based program, one day in the adult day program (a Medicaid-funded program), and one day at The Café, a functional community worksite.

Schedule & Setting Overview

- 3 days/week — School-Based Program at JPPII
- 1 day/week — Adult Day Program (at JPPII Medicaid-Funded): Consulting with staff, providing individual therapy sessions, and facilitating group sessions for enrolled adults
- 1 day/week — The Café (Functional Worksite): Supporting vocational and daily living skills in a real-world work environment; partnering with Alvernia University OT practicum students

Key Responsibilities

School-Based Program (3 days/week)

- Conduct comprehensive evaluations of students with diverse and complex needs
 - Develop and implement individualized therapy plans aligned with IEP goals
 - Provide direct, one-on-one, push-in and small group therapy services
 - Assist in planning and carrying out OT classroom groups when schedule allows
 - Plan and implement handwriting groups across a variety of classrooms, utilizing the Handwriting Without Tears and Size Matters programs
 - Collaborate closely with a multidisciplinary team including special education teachers, speech therapists, physical therapists, psychologists, and behavior specialists
 - Modify classroom environments and routines to support accessibility and participation
 - Train and support staff on therapeutic strategies and accommodations
 - Monitor, document, and report student progress following each treatment session
 - Complete triannual progress reports for students on caseload
 - Determine when therapy services should be discontinued or reduced
 - Contact parents and discuss student needs as appropriate
 - Participate in IEP meetings and contribute to goal setting and progress reviews
 - Support students with behavioral and sensory challenges using evidence-based strategies
 - Assist with occupational therapy fieldwork students
- Areas addressed include:
- o Sensory processing and regulation
 - o Fine and gross motor development
 - o Self-care and life skills (feeding, dressing, toileting)
 - o Assistive technology and adaptive equipment use

Adult Day Program (1 day/week)

- Consult with Adult Day Program staff to integrate OT strategies into daily programming and routines
- Provide individual therapy sessions for adults with developmental, physical, sensory, or cognitive disabilities
- Design and lead group therapy sessions targeting functional independence, social participation, and daily living skills
- Complete required documentation in compliance with Medicaid billing and program standards
- Collaborate with program staff to monitor progress and adjust treatment approaches
- Support staff in implementing therapeutic recommendations throughout the program day

Special Blends Café by JPPII— Functional Worksite (1 day/week)

- Assess and support the occupational performance skills required within a real-world café work environment
- Develop and implement individualized and group-based interventions to support vocational, social, and practical skills in the café setting
- Collaborate with café staff to adapt tasks, workflows, and environments for optimal individual participation
- Partner with Alvernia University OT practicum students, providing mentorship and co-supervision in a community-based learning environment
- Model evidence-based OT practice and support student learning within the functional worksite context

Additional Conditions of Employment

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church in regard to matters of faith and morals, including maintaining a lifestyle that is in conformity with the teachings of the Catholic Church.

Qualifications

- Bachelor's or Master's degree in Occupational Therapy
- Current state licensure as an Occupational Therapist
- NBCOT certification
- Experience working with children and/or adults with special needs (e.g., autism, cerebral palsy, developmental delays) strongly preferred
- Experience with Handwriting Without Tears and Size Matters handwriting programs preferred
- Experience in Medicaid-funded programs or adult services a plus

Skills & Competencies

- Strong understanding of sensory integration and behavior support strategies
- Ability to manage complex and diverse needs across pediatric and adult populations
- Comfort and flexibility working across multiple program settings in a single week
- Experience or interest in mentoring OT fieldwork/practicum students
- Excellent teamwork and communication skills
- Patience, empathy, and adaptability
- Knowledge of assistive technology and adaptive equipment
- Crisis management and de-escalation skills (preferred)

Physical Demands

Must have the ability to lift, transfer, and physically assist individuals with mobility needs; frequent movement including kneeling, bending, and floor work; ability to respond quickly in situations requiring physical or behavioral support; ability to work in a café or kitchen-adjacent environment; sit for extended periods; walk, reach with arms and hands, climb or balance; exhibit manual dexterity to handle a keyboard and phone; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Schedule & Compensation

- Regular daytime hours (8:00 AM – 3:30 PM); flexibility may be required for program events or coverage needs
- Summer hours required on a part time basis
- Compensation commensurate with experience and qualifications
- Benefits package including medical, dental, vision; retirement plan; professional development; and paid time-off

Mission

John Paul II Center for Special Learning is a non-profit organization dedicated to supporting individuals with intellectual and developmental disabilities (IDD) through high-quality, person-centered services including school-based programming, day programs, employment supports, and community integration. In a safe and nurturing Christian environment, our Center serves individuals with intellectual and developmental disabilities by providing diversified programs. We acknowledge the dignity of all learners while challenging them on a daily basis to reach their God-given potential.

Our mission seeks to empower individuals with IDD in their quest for a meaningful life through learning, strengthening skills, and different experiences. We function under the premise that all persons have the God-given right to a full and meaningful life which includes personal choice, social relationships, personal growth, and community inclusion. Through person-centered programming we help individuals learn how to balance what is important to them (wants and desires) with what is important for them (health and safety).

How to Apply

Interested applicants **must** submit a cover letter and resume to:

Principal Kaylee Simcik

Email: ksimcik@johnpauliicenter.org

EOE M/F/D/V