



Pediatric Therapy Center
2240 County Road 1200 Willow Springs, MO 65793
205 E. Trish Knight St. Unit 1 & 2 West Plains, MO 65793
Office (573)883-6761 Fax (417)815-9405
info@childrensbehavioralservices.com
www.childrensbehavioralservices.com

EXHIBT A
JOB DESCRIPTION
JOB TITLE: OCCUPATIONAL THERAPIST

EMPLOYEE NAME: _____ **REPORTS TO: THERAPIES MANAGER**
INDIRECT REPORTING RELATIONSHIP: CEO (ORGANIZATIONAL OVERSIGHT)
EMPLOYMENT CLASSIFICATION: MAY BE CLASSIFIED AS EXEMPT (SALARIED) OR NON-EXEMPT (HOURLY)
DATE REVISED/APPROVED: 2/2026

Summary: The Occupational Therapist (OT) is responsible for evaluating and treating pediatric clients with developmental, sensory, motor, cognitive, and functional challenges affecting participation in daily activities. The OT develops individualized treatment plans, provides therapeutic interventions, collaborates with interdisciplinary teams, and educates families to promote independence and functional skill development.

The Occupational Therapist ensures services meet professional, ethical, and regulatory standards while supporting participation across home, school, and community environments. The OT maintains independent clinical judgment within scope of licensure while collaborating with organizational leadership to ensure ethical, compliant, and high-quality service delivery.

Essential Functions:

- Conduct occupational therapy evaluations and reassessments.
- Develop and implement individualized treatment plans.
- Provide therapy services in clinic, home, school, or community settings as assigned.
- Utilize evidence-based therapeutic techniques to address sensory processing, fine motor skills, self-care, executive functioning, and adaptive skills.
- Monitor client progress and adjust interventions accordingly.
- Document treatment notes, progress reports, and re-evaluations in compliance with payer requirements.
- Collaborate with interdisciplinary team members including PT, SLP, ABA, and other providers.
- Educate parents and caregivers on home programs and therapeutic strategies.
- Participate in IEP meetings and interdisciplinary planning as needed.
- Maintain safe and organized therapy environments.
- Provide supervision to COTAs if applicable.

The responsibilities listed above represent the essential functions of the position. Additional duties or responsibilities may be assigned as organizational needs evolve, provided they remain consistent with professional scope.

Employment Classification & Compensation:

The Occupational Therapist (OT) position may be classified as either Exempt (Salaried) or Non-Exempt (Hourly). Core job duties remain consistent; however, compensation structure and timekeeping expectations differ based on classification.



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Exempt (Salaried) Classification:

- **Starting Salary:** \$75,000 annually for full-time exempt (salaried) Occupational Therapists.
- Classified as exempt under the Fair Labor Standards Act (FLSA).
- Compensated on a salary basis.
- Expected to maintain clinical productivity aligned with assigned caseload expectations.
- Schedule flexibility may be required to meet clinical needs.

Final compensation determined based on experience, licensure, organizational needs, and internal equity considerations.

Non-Exempt (Hourly) Classification:

- **Starting Hourly Rate:** \$35 per hour for non-exempt (hourly) Occupational Therapists.
- Classified as non-exempt under FLSA.
- Eligible for overtime pay per federal and state law.
- Compensated hourly for all time worked.
- All work must be performed during scheduled and compensated time.
- Employees must accurately record all hours worked.

Actual hourly rate may vary based on experience, credentials, clinical responsibilities, organizational needs, and internal equity considerations.

CBS reserves the right to modify compensation structures based on market conditions, regulatory requirements, and organizational needs.

Employment classification (exempt or non-exempt) is determined by Children's Behavioral Services at the time of hire or position change. Listing both compensation structures within this job description does not guarantee eligibility for a specific classification or compensation model.

Qualifications:

- Master's or Doctoral degree in Occupational Therapy from accredited program.
- Missouri state licensure as Occupational Therapist (or eligibility).
- CPR/AED and BLS certification within 90 days.

Performance Expectations:

- Client progress toward therapy goals.
- Quality and timeliness of documentation.
- Collaboration with interdisciplinary teams.
- Compliance with ethical and payer standards.
- Family engagement and satisfaction.

Physical Requirements:

Ability to sit, stand, walk, kneel, and physically assist children.

Ability to lift up to 40 lbs as needed.

Ability to use electronic documentation systems.



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Work Environments & Hazards:

Pediatric therapy environment.

Potential exposure to challenging behaviors or bodily fluids.

Therapy across clinic, home, school, and community settings.

Evaluation:

90-day introductory evaluation period.

Annual performance reviews and additional evaluations as needed.

HR Compliance Statements:

This job description does not constitute a contract of employment.

CBS is an Equal Opportunity Employer.

Reasonable accommodations may be made in accordance with ADA requirements.

Employment classification and compensation structure are determined by organizational needs and may change as permitted by law.

Acknowledgment & Signatures:

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Director: _____ Date: _____