

**REGIONAL CENTER OF THE EAST BAY**  
**JOB DESCRIPTION**

**POSITION TITLE: Occupational Therapist/Early Start Intake & Assessment**

**SALARY RANGE: \$2,909.60 - \$3,899.13 Bi-weekly**  
**\$75,649.60 - \$101,377.38 Annual**

**REPORTS TO: Early Start Intake & Assessment Supervisor**

**LOCATION: Concord, CA.**

Under general direction, conducts assessments for eligibility for the Early Start program of high-risk infants, including outreach education to identify those infants. Duties include, but are not limited to:

1. Coordinate and conduct intake and screening of high-risk infants with hospitals, clinics, agencies, community programs, etc.
2. Determine initial and ongoing client eligibility for the high-risk program. Perform assessments, including comprehensive developmental assessments as needs, and record reviews in order to make these determinations.
3. Identify the ongoing needs of the high risk infant and develop appropriate intervention plans with referral for services.
4. Act as a liaison for the Early Intervention program to hospitals, clinics, agencies and programs as assigned.
5. Provide education and training to staff and community regarding issues related to developmental disabilities and Regional Center services.
6. Conduct outreach activities as assigned to identify infants who may be at risk.
7. Represent RCEB Early Intervention program at meetings, committees, conferences, etc., as assigned.
8. Consult with staff and parents in order to identify children that may be eligible for Regional Center services.
9. Provide education and training to parents and program staff regarding individual needs of client.
10. Complete reports and documentation as required.
11. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Master's Degree Occupational Therapy with emphasis on evaluation and treatment of toddlers and preschoolers.
2. Must have a minimum of one-year experience working in direct services with high risk, delayed or developmentally disabled infants/toddlers/preschoolers.
3. Expertise in infant development and developmental assessment.
4. Bilingual Spanish Speaking preferred.
5. Auto and valid driver's license required.
6. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.