



## POSITION ANNOUNCEMENT

Date of Notice: December 6, 2023  
Name of Position: CORE Occupational Therapist  
Respond to: Human Resources  
4200 N. Holton Street, Suite 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-Time/Exempt  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the supervision of the CORE Program Manager and Clinician, the CORE Occupational Therapist provides assistance to youth and young adults ages 23 and under experiencing their first episode of psychosis enrolled in the CORE program. The Occupational Therapist work alongside youth and young adults to promote independence related to a person's emotional, social and physical needs.

### Essential Duties and Responsibilities

1. Provide trauma-informed assessment and therapy to youth and young adults enrolled in CORE in both the community and home setting.
2. Promote the independence of the youth's activities of daily living including fine motor and basic living skills.
3. Implement individual treatment based on assessment results, functional goals, and by utilizing appropriate techniques.
4. Work with individuals to support them to identify and successfully engage in the everyday activities they find meaningful.
5. Collaborate with members of the youth's treatment team to ensure appropriate goals are created to meet emotional, social and physical needs.
6. Connect youth with community-based resources to meet identified needs and goals.
7. Attend and participate in the development and implementation of the youth's plan of care. Ensure appropriate services and interventions are provided in accordance with the youth's plan.
8. Generate and maintain accurate documentation as required by established standards by Pathfinders, Wraparound Milwaukee, and Medicaid.
  - a. Maintain consumer records and complete all necessary reports of activities, inputs, outputs, and outcomes. Paperwork must be completed in a strength-based manner.
  - b. Assure accurate and timely documentation and billing in the Wraparound Synthesis database.
9. Increase youths' access to mainstream community resources available through the Drop-In Center and Pathfinders Youth Shelter. Work effectively with program's collaborative partners to ensure successful service access.
10. Provide services to families and other natural support systems of CORE consumers to assist them in understanding and supporting the needs of CORE consumers.
11. Participate and represent Pathfinders in all meetings for the CCS/CORE program within Pathfinders and with Wraparound Milwaukee.
12. Participate in all program and agency meetings, trainings, and development opportunities.
13. Adhere to all relevant Pathfinders Milwaukee and Wraparound Milwaukee Policy and Procedures.
14. Other duties may be assigned.

### Supervisory Responsibilities:

None required.

### Requirements:

- Qualified applicants possess a Bachelor's Degree in Occupational Therapy or related field (Master's preferred). Preference of one (1) year of experience working within the mental health field.
- Must have a valid Wisconsin driver's license, own a reliable vehicle, and have proof of automobile insurance coverage upon hire.

### Additional information:

\$45,000 - \$55,000 annual salary. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals.

### Response:

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve