

## Job Description

We are seeking candidates for a part time, 20 hours/week position in [Sauk County's Birth to 3 Program](#).

This is an excellent opportunity to work with children and families in community settings.

Homes are located throughout Sauk County with the Birth of 3 office located in Reedsburg.

The position has a strong emphasis on team approach, coaching and the primary provider model.

### **Duties**

- Supervising the current Certified Occupational Therapy Assistant.
- Evaluating children to determine eligibility.
- Providing a thorough assessment for each child.
- Developing and implementing an individualized family service plan.
- Providing support and services to increase the family's capacity to meet the developmental needs of the child.
- Reviewing and revising the written plan as needed.
- Working effectively as a member of the multi-disciplinary team.
- Insuring compliance with all agency, county and State paperwork.

### **Qualifications**

Qualifications include::

- Master's or Bachelor's degree in Occupational Therapy is **required** along with licensure to practice in the State of Wisconsin.
  - Previous experience working in the area of pediatrics is preferred but not required.
  - Excellent communication and interpersonal skills are essential!
- Join a supportive team and an agency that offers competitive wages and flexible scheduling!

Catholic Charities is committed to achieving a diverse workforce and to maintaining an atmosphere of diversity and inclusion. We want our staff and programming to reflect the rich culture and diversity of our state and actively encourage applicants from diverse backgrounds to apply.

### **Please submit your resume to:**

Laura Kirchner  
Catholic Charities  
702 S. High Point Road  
Suite 209  
Madison WI 53719  
[LKirchner@ccmadison.org](mailto:LKirchner@ccmadison.org)

### **Agency Description**

Catholic Charities has served individuals and families in an eleven county area in south central Wisconsin since 1946. The programs we have reach those who are facing the transitions of aging, living with a disability, dealing with a crisis pregnancy, seeking to adopt, having marital or family problems, live in rural communities or seeking help with alcohol or drug abuse. We serve and employ persons regardless of sexual orientation, religious, ethnic, racial or social background. We are an Equal Opportunity/Affirmative Action employer

We serve and employ persons regardless of race, color, creed, religion, gender, age, sexual orientation,

national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Employees do not have to be Catholic to work for Catholic Charities. We are an Equal Opportunity/Affirmative Action employer committed to achieving a diverse workforce and maintaining an atmosphere of diversity and inclusion. We want our staff and programming to reflect the rich culture and diversity of our state and actively encourage applicants from diverse backgrounds to apply.

[Read More](#)

Contact Information