

Jurisdictional Class: Competitive  
Adopted: August 2, 1988  
Revised: May 28, 2010

## **OCCUPATIONAL THERAPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for evaluating, planning, and providing occupational therapy treatment to patients in accordance with written prescription or referral from a physician who provides medical direction. The work is performed under supervision of a senior level position or the facility administrator for the operation of the department. Supervision may be exercised over the work of occupational therapy assistants, aides, and clerical employees assigned to the service. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs occupational therapy procedures upon the written prescription or referral from a physician, utilizing a creative activity which may be manual, industrial, recreational, or educational designed and/or adapted to correct or remedy any disability;

Evaluates the degree of function and disability of patients unless contraindicated by professional judgment or a physician's admission notes;

Develops a treatment plan based upon his/her findings, short and long term rehabilitation goals, and in accordance with the physician's diagnosis, prescription, or referral;

Records on patients' charts all evaluations, re-evaluations, progress notes, consultations, and discharge summaries;

Participates in the selection of personnel in the occupational/rehabilitation therapy service, assigns their duties, and provides supervision;

Fabricates and applies hand splints, trains patients in the use of adaptive assistive devices, and/or self-help techniques to achieve maximum independence;

Participates with other facility personnel in the formulation of patients' total care plans;

Confers periodically with a senior-level Therapist and/or physician regarding all facets of patient care and related activities;

Develops or assists in the development of the agency policies and procedures in regard to occupational therapy;

Assists in the development of, and instructs in the facility's in-service education program;

Maintains program records including, but not limited to, the service budget, statistical reports of the frequency and types of treatment and number of patients treated, medical and financial data, and charge tickets/billing documentation;

Management and leadership of the Activity Department, services, staff, volunteers and program calendar.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, techniques, and practices of occupational therapy;

Good knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy;

Working knowledge of community resources available to support or supplement the occupational therapy program;

Ability to evaluate, plan, and execute treatments for patients;

Ability to plan and supervise the work of others;

Ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Currently registered and licensed by the New York State Education Department as an Occupational Therapist.

\*The term "patient" should be changed to "resident" when position is used in health related facilities.