

OCCUPATIONAL THERAPIST

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work involving responsibility for the development and administration at a day-treatment center of an occupational program designed to meet therapeutic objectives. Incumbent is responsible for evaluation, 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 the general supervision of higher level activity staff, the Clinical Unit Administrator and the Clinical Division Chief. Input on program planning and treatment procedures may be received from other professionals in the unit such as Social Workers, Psychologists and Recreational Therapists. Supervision is exercised over certified Occupational Therapy Assistants, Recreational Therapy Assistants and Activity Therapy Aides.

TYPICAL WORK ACTIVITIES:

1. Develops and implements a variety of occupational activities which are designed to augment the total treatment program at a center;
2. Conducts a variety of vocational, educational and rehabilitative groups focusing on topics such as clerical review, homemaking skills and manual and industrial arts;
3. May evaluate the degree of function and disability of a patient and develop a remedial treatment plan, in accordance with a physician's diagnosis;
4. Coordinates schedule of activity therapy groups, allowing for adequate staff coverage and the provision of a varied and stimulating program;
5. Supervises activity assistants and aids in the implementation of the therapeutic occupational program at a center;
6. Provides on-the-job training to activity staff at the center in the techniques and goals of occupational therapy;
7. Conducts meetings with activity staff to discuss the occupational program and its effectiveness, new approaches in the field and problems in treatment;
8. Observes occupational activities therapy groups to evaluate staff's effectiveness in the provision of services and to evaluate the effectiveness of the activity in providing the necessary therapeutic services for patients;
9. Makes recommendations at unit meetings to other treatment professionals for changes or modifications in occupational programs that will better meet the needs of the patients;
10. Encourages participation and stimulates motivation of patients and staff at the center;
11. Supervises the ordering, distribution and maintenance of occupational therapy supplies and equipment;
12. May make arrangements for field trips into the community;
13. May coordinate placement of client into a vocational program in the community;
14. Prepares and presents reports on the occupational therapy program or on the field of occupational therapy;
15. May function as a patient advocate for a small group of patients which involves monitoring of patient attendance, appointments, problems and progress, making referrals as necessary;
16. Prepares all necessary paperwork such as required reports and documenting patient contact in charts;
17. May function as a Case Manager which could include the following duties: initial screening and referral of patients entering the system, patient advocacy, and acting as a liaison between the patient and the various human service agencies;
18. Does related work as required.

OCCUPATIONAL THERAPIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, procedures and objectives of occupational therapy; good knowledge of occupational activities; good knowledge of community services and resources in the area of occupational therapy; working knowledge of human anatomy, kinesiology and physiology as they relate to the evaluation and treatment of patients receiving occupational therapy; working knowledge of the terminology and practices of modern social casework; working knowledge of basic physical and recreational activities; ability to supervise the work of others; ability to relate sympathetically to a potentially difficult client population; ability to communicate effectively, both orally and in writing; organizational ability; enthusiasm; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensed and currently registered by the New York State Education Department as an Occupational Therapist.

Agreed to by Municipal Service Division and State Health Department, July, 1976. Based on New York State Hospital Code.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid driver's license.

MH0210
REVISED: 01/05/82
09/14/83
07/01/91