



**JOB DESCRIPTION:
JOB TITLE: OCCUPATIONAL THERAPIST**

EMPLOYEE NAME: _____ **EMPLOYEE DOB:** _____
REPORTS TO: CLINIC DIRECTOR, EXECUTIVE DIRECTOR
DATE REVISED/APPROVED: 12/2023
TODAYS DATE: _____

Summary: The Occupational Therapist assesses and provides direct services to clients in a 1:1 format. This individual may also supervise and direct an Occupational Therapist Assistant on client goals and treatment plans. The OT completes an assessment, writes treatment plans, completes treatment protocols with clients, supervises an OTA, writes daily and monthly progress reports, completes parent training, and participates in meetings with interdisciplinary teams.

Starting Job Salary: *(starting salary varies based on prior experience, education and training. Pay increases are provided based on exemplary performance on regularly scheduled performance evaluations)*

Job Responsibilities: The following is a summary of job responsibilities that are included for the Occupational Therapist. These statements may not describe the entire job but are intended to describe the general nature, essential functions, and level of qualifications and skills required for the position.

Occupational Therapist Job Responsibilities:

- Facilitates development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering medically prescribed occupational therapy.
- Meets the patient's goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining occupational therapy treatment plans in consultation with physicians or by prescription.
- Helps patients develop or regain skills
- Implements programs 1:1 with patients
- Promotes maximum independence by selecting and constructing therapies according to an individual's physical capacity, intelligence level, and interest.
- Evaluates results of occupational therapy by observing, noting, and evaluating the patient's progress and recommending and implementing adjustments and modifications.

- Completes discharge planning by consulting with physicians, nurses, social workers, and other health care workers.
- Assures continuation of therapeutic plan following discharge by designing and instructing patients, families, and caregivers in home exercise programs; recommending and /or providing assistive equipment and recommending outpatient or home health follow-up programs.
- Documents patient care services by charting in patient and department records.
- Maintains patient confidence and protects clinical operations by keeping information confidential.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Trains occupational therapy staff by providing information and developing and conducting in-service- training programs.
- Complies with federal, state, and local legal and certification requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, and advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.
- Adheres to the company's policies and procedures.
- The employee may be asked to perform duties not listed in this job description, but which are considered to be essential to the employment position.

Qualifications:

The individual must hold a current Missouri Occupational Therapy License. Current CPR/AED and BLS for HealthCare certification is required. If the provider does not have a current certification, classes, and completion of the test must be completed within the first 90 days of employment.

Therapeutic Skills:

- Patience
- Ability to build rapport and interact well with children, adolescents, and adults.
- Ability to work cooperatively as a therapy team member.
- Ability to work well independently.

Other Requirements:

- Must have reliable transportation
- Must maintain a minimum of the state required liability auto insurance, providing proof during each quarter of the year
- Current driver's license
- Be able to drive between appointments for those completing in-home or school-based services

Language Skills:

- Ability to read and interpret documents, including but not limited to programs, occupational therapy plans, meeting notes, treatment plan modifications, safety rules, policies, and procedures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to write daily therapy notes and record timesheet data.
- Ability to record and understand data.
- Ability to communicate effectively and professionally verbally and in writing.

Mathematical and Reasoning skills:

- Ability to add, subtract, multiply, and divide and use a calculator to report and record data.
- Ability to solve practical problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Competency and other skills:

- Ability to use Microsoft Word, Excel, instructional apps, and other company apps and systems.
- Ability to use email, scanners, and attach documents to communicate with the team members and transmit data as required by supervisors.
- Sense of personal responsibility for work performance and a professional attitude.
- Maintain regular attendance and arrive on time for shifts according to company policies.
- Follow absence reporting and shift re-scheduling policies.

Physical and Other Demands:

- The physical/ mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear, sit (including on the floor at times), and use hands to write, providing assistance to clients and manipulating teaching materials.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Mental demands include the ability to learn, adapt to changes, pay close attention to details, exercise discretion, and good judgment, develop options and solutions to crises and problems, gather and analyze facts, courteous and professional behavior, deal with stressful situations and adhere to company policies and procedures.
- The employee at any time needs to be able to lift, stoop, squat, kneel, and move 40+ pounds independently or a child's weight with assistance as appropriate.
- The employee at any time needs to be able to implement physical and nonphysical crisis intervention procedures according to company-specific crisis intervention training.

Work Hazards:

- Clients may engage in challenging behaviors which may pose a risk of injury to staff. Behaviors may include but are not limited to physical aggression, property destruction/throwing items, and challenging behaviors involving bodily fluids.
- The Occupational Therapist will seek assistance from a Board Certified Behavior Analyst to reduce the unwanted behaviors.

Job Setting:

- Sessions with clients may take place in a variety of settings, including but not limited to: clinic, client’s home, outdoors, school, and community (i.e., stores, day programs).

** In-home and school-based services will be determined on the need and discretion of staff and providers.

Evaluation:

Performance of this job will be evaluated regularly. All employees are subject to a 90-working day probationary period of employment upon hire. A 6-month and 1-year performance review will be conducted. Thereafter, an annual performance review will be conducted and others as needed based on company needs.

I acknowledge that I, _____, have read the above job description in its entirety and I am able to perform this job as described above.

Printed Name

Employee Signature

Date

Human Resources Director Signature

Date