

JOB DESCRIPTION: OCCUPATIONAL THERAPIST

Job Summary:

The occupational therapist is a qualified, licensed, professional person who directs, supervises, evaluates, and provides occupational therapy services to patients in the home as prescribed by the attending physician.

Qualifications: (preferred unless required by law)

- Graduate of an occupational therapy school approved by the Council of Medical Education of the AMA in collaboration with the American Occupational Therapy Association or the Council of Medical Education and hospitals of the AMA or its equivalent.
- Registered or eligible for registration by the American Occupational Therapy Association
- Has at least one year of institutional experience.
- Licensed and/or registered by the state

Responsibilities:

- Evaluates and establishes goals based on the patient's current level of functioning and potential for improvement and performs re-evaluations as indicated.
- Guides and instructs the patient in prescribed therapeutic, self-care, and creative activities that are directed toward improving independence and physical and mental functioning.
- Establishes household management routines.
- Records and reports to the physician the patient's reaction to the therapy program or any changes in the patient's condition through periodic written summaries.
- Instructs patients and their families in the use of prosthetic, orthotic, and assistive devices (canes, walkers, wheelchairs, etc.).
- Instructs the family in the patient's total occupational therapy program.
- Educates other health team personnel in the care of patients regarding occupational therapy.
- Attends paramedical service meetings and combined paramedical and nursing service meetings.
- Prepares clinical/progress notes on the day of the visit, which are incorporated in the clinical record weekly.
- Participates in staff development activities and in-service education.
- Attends case conferences.
- Supervises the occupational therapy assistant, as indicated.
- Communicates effectively with all those providing care.
- Confirms, on a weekly basis, the scheduling of visits with the DCS/Case Manager to coordinate necessary visits with other personnel.
- Notifies office staff and supervisor of absences due to illness, emergency leave, normal vacation periods, or special professional meetings, which will affect agreed services.

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Special Requirements: (preferred)

Must have car with required insurance coverage and a State driver's license.

Functional Abilities:

- Must be able to read 12-point type or larger.
- Must be able to hear and speak in a manner understood by most people.
- Must be able to stoop and bend.
- Must be able to lift and carry effectively so as to be able to perform the above-listed functions.
- Must be able to travel to prospective patients' residences.
- Must be able to carry equipment weighing up to 10lbs. up and down stairs.

Employee Name: _____

Employee Signature: _____ **Date:** _____