

SUPERVISING OCCUPATIONAL THERAPIST

Code No: 3-08-044

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in a health care facility involving responsibility for the administration of the occupational therapy department and services, including supervision of and participation in the provision of services to patients upon the written order or referral of a physician who provides medical direction. This class differs from that of Occupational Therapist as the Supervising Occupational Therapist is responsible to the Assistant Administrator-Patient Services and the Director of Rehabilitation for the operation of the department. Supervision may be exercised over subordinate Occupational Therapists, Occupational Therapy Assistants, Occupational Therapy Aides and clerical employees assigned to the service. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises, trains and assigns staff of the occupational therapy service;

Confers with occupational therapy staff on diagnosis of patients and development or revision of therapy regimen;

Assists the administrator in general policy and program formulation and requirements related to the occupational therapy service in the facility;

Fabricates and applies splints and assistive devices, trains patients in self-care activities, and uses varied media to improve their physical or mental functioning;

Evaluates the occupational therapy program and makes recommendations for improvement and change to the administrator;

Responsible for the selection of personnel involved in the occupational therapy service;

Plans and instructs in-service training programs for occupational therapy and other facility staff;

Participates with other facility personnel in the formulation and review of patients' total health and rehabilitation care plans;

Treats patients directly when indicated;

Initiates and attends conferences with the administrator, physicians and other facility staff to interpret the functions of the occupational therapy service and its relationship with other patient health care services;

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;

Maintains inventory of supplies and equipment;

Records patient information such as evaluations, treatment plans, progress and discharge

notes, etc.;

Writes monthly reports and provides statistical information about such things as budget, patients served, types of care, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, techniques, and practices of occupational therapy; thorough knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy; good knowledge of community resources applicable to occupational therapy; ability to plan, evaluate and direct the work of others involved in an occupational therapy program; ability to establish and maintain satisfactory relationships with others; ability to establish and maintain satisfactory relationships with others; ability to relate and coordinate the occupational therapy program to other related disciplines; 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, and two (2) years of experience as an Occupational Therapist, one (1) year of which shall have been in a health care facility.

Special Requirement: Depending upon position duties, candidates for positions with Monroe County government must pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: April 29, 1977

REVISED: October 11, 1984

REVISED: September 18, 1997

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