



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>OCCUPATIONAL THERAPIST</b>
Jurisdictional Class:	Competitive
Civil Division:	Mental Health, Public Health Departments and County Schools
Adoption:	CSM 10/20/79
Revised:	CSM 08/11/1999, 08/14/02

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

Provides occupational therapy treatment to patients\* in a health care facility, school and/or home setting; does related work as required. 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 Occupational Therapist is responsible to a Senior Occupational Therapist or, if there is no Senior position, to the facility administrator for the operation of the department. In the Public Health Department the Occupational Therapist is responsible to the Director of Patient Services. Supervision may be exercised over the work of Occupational Therapy Assistants, Occupational therapy Aides and clerical employees assigned to the service. In the Public Health Department supervision may be exercised over the work of Occupational Therapy Assistants, Home Health Aides and clerical employees assigned to the service. In a school the Occupational Therapist is responsible to the Director of Special Education or other Administrator and would work with a K-12 population of students.

#### **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 or a physician's advice;

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 and agency required forms;

Participates in the selection of personnel in the occupational 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 agency personnel in the formulation of patients' total care plans;

Confers periodically with a Senior Occupational Therapist or multidisciplinary team and physicians regarding all facets of patient care and related activities;

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

Assists in the development of, and instructs in, the agency'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.

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

**FULL PERFORMANCE KNOWLEDGES, 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:**

Licensed and currently registered by the NYS Education Department as an Occupational Therapist.

**SPECIAL REQUIREMENT:**

Agreed to by MSD and State Health Department, JULY 1976.  
Based on NYS Hospital Code.

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of employer-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.