

WILLCARE JOB DESCRIPTION

OCCUPATIONAL THERAPIST

Title: Occupational Therapist	Department: Therapy	FLSA Status: Exempt
Reports to: Director / Supervisor of Rehab	Direct Reports: N/A	Revised: October 28, 2008

POSITION SUMMARY:

Evaluates patients and develops occupational therapy treatment programs in collaboration with the physician and provides occupational therapy treatments to patients. Administers complex active and passive therapeutic exercise, ADL retraining, and various cognitive techniques. Instructs, motivates and assists patients in learning and improving activities of daily living. Supervises and directs the efforts of the Occupational Therapy Assistant, if one is assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Initial and interim assessment of the client's level of functioning and recommends, in writing to the patient's physician, the need for a rehabilitation program, either restorative or maintenance, goals and discharge plans.
2. Responsible for the establishment and ongoing evaluation of treatment programs, plan of care, goals and discharge plans for the patients as related to Occupational Therapy needs in conjunction with the physician.
3. Makes revisions to the plans and goals based on changes in patient status.
4. Implements the plan of treatment for patients admitted to the home care setting.
5. Completes and submits required documentation within established agency guidelines
6. Facilitates effective communication amongst other clinicians providing care to the patient
7. Assumes responsibility for Case Management functions for therapy patients, through case conferencing with therapists and outside community agencies providing care/services, obtaining interim orders and recertifying for services at least every 60 days.
8. Provides direct patient care services to ensure the effectiveness of Occupational Therapy programs.
9. Prioritizes, plans treatment and travel times to provide for maximum efficiency, yet meet the needs of the patients
10. Demonstrates knowledge of Occupational Therapy procedures and equipment providing for safety and maximum patient benefit.
11. Demonstrates therapy for the nurse, home health aide, family members or other responsible person who may assist the patient with occupational therapy program.
12. Performs appropriate & timely documentation to maintain the standards set by the Agency or Fiscal intermediary
13. Monitors visit frequency and duration by reviewing physicians' orders and comparing to the plan of care and documentation.
14. Acts as a referral source for staff, families, physicians on services and equipment related to rehabilitation services. Promotes services offered through communication with potential referral sources, including on-site visits, attendance at expos, fairs, etc.
15. Performs client/family education as appropriate
16. Provides supervision to OTA's, and paraprofessionals in accordance with State regulations

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
2. Maintains confidentiality of all agency and patient related information.
3. Maintains courteous, respectful and informative approach in all agency interactions.
4. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.

5. Adheres to departmental and agency dress codes as observed by supervisor.
6. Communicates information effectively both verbally and in writing.
7. Demonstrates regard for the dignity and respect of all patients, family members, visitors, and agency personnel as defined by the philosophy of Agency. Protects patient rights as defined in the patient Bill of Rights.
8. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
9. Demonstrates willingness to assist co-workers and/or to accept additional assignments as requested to support the department's efficiency and goals.
10. Promotes and contributes positively to intra-departmental and interdepartmental relationships on a regular basis.
11. Responds to all Management / Administration requests for information and assists in a timely and courteous manner.
12. Demonstrates a high level of tolerance and even temperament when dealing with people; uses tact and sensitivity
13. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
14. Organizes workload to complete responsibilities in an appropriate and timely manner.
15. Observe infection control and standard precautions
16. Demonstrates skill in conflict resolution
17. Demonstrates understanding of and compliance with Agency philosophy, objectives and goals

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Degree in Occupational Therapy.
2. Current license / registration by state of hire as an Occupational Therapist
3. One (1) year experience in Occupational Therapy..
4. Successful completion of a Competency and Proficiency Test and Skills evaluation appropriate for the position upon hire
5. Prior home care experience preferred

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter.
2. Able to lift up to 50 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone and able to sit, stand, bend stoop, kneel, pull, climb, reach, lift, and perform repetitive movements of the upper extremities,
3. May be exposed to unsanitary conditions in some home settings,
4. May be exposed to high crime areas within the service community.
5. Endure exposure to weather and temperature extremes,
6. Must be able to travel,