



OCCUPATIONAL THERAPIST, CHT

Location/Department: Therapy Clinic

Date Developed: 02/26/14

Date of this Revision: 4/4/14

Reports To: Clinic Director

Supervisory Responsibilities:
Limited Supervisory responsibilities

FLSA Status: Exempt

SUMMARY:

This position is primarily responsible for establishing and administering therapy treatment programs with goals defined by the patient's capacity and tolerance and in accordance with the physician's orders. Must be able to perform Occupational therapy to patients, communicate effectively with physician, educate patient, document and record the patient's condition and provide continuing updates on patient condition and makes referrals to other treatment teams if appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Develops and implements treatment plans to improve gross and fine motor coordination, movement and function of upper extremities.
- Observes patient tolerance and/or status during treatment and modifies treatment program, as needed.
- May fabricate custom splint/orthosis, as required.
- Facilitates the use of Durable Medical Equipment (DME) and instructs patient in use and protocols for dealing with malfunction of same. Makes appropriate recommendations for follow-up care upon discharge.
- Coordinates participation in sensorimotor, educational, recreational, and social activities designed to help patients or disabled persons develop or regain physical or mental functioning or adjust to disabilities.
- Consults with other members of rehabilitation team to select activity program consistent with needs and capabilities of individual and to coordinate therapy programs.
- Selects constructive activities suited to individual's physical capacity, intelligence level, and interest to upgrade individual to maximum independence, prepare individual for return to employment, assist in restoration of functions, and aid in adjustment to disability.
- Teaches individuals skills and techniques required for participation in activities and evaluates individual's progress.
- Designs and constructs special equipment for individual and suggests adaptation of

- individual's work-living environment.
- Requisitions supplies and equipment.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees who are Tech's and Athletic Trainers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include potentially participating in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Designs work flows and procedures.
- **Design** - Generates creative solutions.
- **Problem Solving** - Gathers and analyzes information skillfully.
- **Technical Skills** - Strives to continuously build knowledge and skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Written Communication** - Writes clearly and informatively; Able to read and interpret written information.
- **Change Management** - Develops workable implementation plans; Builds commitment and overcomes resistance; Monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external);

- Fosters quality focus in others; Improves processes, products and services.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
 - **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust.
 - **Ethics** - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Benefits organization through outside activities.
 - **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 - **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 - **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
 - **Initiative** - Volunteers readily; Asks for and offers help when needed.
 - **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
 - **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
 - **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
 - **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
 - **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
 - **Quantity** - Meets productivity standards; Completes work in timely manner; Works quickly.
 - **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Master's degree (M.S) in Occupational Therapy or Doctorate in Occupational Therapy (D.O.T.) from an accredited program; and have 2-3 years of rehabilitation experience; Maintain current ACLS or BLS. Minimum of one year experience in application of custom splinting pre and post-op orthopedic required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of patient care programs; Electronic Medical Records software; Internet software; Spreadsheet software and Word Processing software; others as needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Colorado License for Occupational Therapist
CHT required
Current ACLS or BLS

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.

The noise level in the work environment is usually moderate to loud.

Employee Signature: _____ Date: _____

Employee Name Printed: _____