

## **OCCUPATIONAL THERAPIST JOB DESCRIPTION**

**DEPARTMENT:** Clinical

**REPORTS TO:** Director of Rehab

**POSITION PURPOSE:** Provides and directs all aspects of quality patient care, including evaluation and treatment, treatment planning, goal setting, family education, and documentation according to organization's guidelines, professional standards, and community needs. Serves as a patient and rehabilitation advocate for current and prospective patients, and to all internal and external customers. Actively participates in quality assurance and customer service activities.

### **KEY RESPONSIBILITIES:**

- Provides occupational therapy to patients according to licensure.
- Directs and supervises the work of assistants, rehab aides, and students as applicable with state and federal guidelines.
- Follows all organizational and facility safety procedures regarding one's personal protection and patient safety.
- Expands and enhances self, in both clinical and professional knowledge through associations and continuing education.
- Supports and participates in department operations and development.
- Communicates patient status and needs to the patient, family, caregivers, or other members involved with patient care.

### **ASSOCIATED RESPONSIBILITIES:**

- Performs evaluations pursuant to M.D. orders, payer authorizations, and facility/payer source guidelines.
- Develops treatment plan and provides treatment, consistent with benefit and reimbursement level for best functional outcome for the patients.
- Educates staff, other healthcare professionals and third-party payer on the benefits and functional outcomes of interventions.
- Appropriately and effectively completes documentation including evaluations, daily progress notes, weekly summaries, or monthly reports as required.
- Meets or exceeds the productivity standards as established with Supervisor
- Screens all individuals who may benefit from therapeutic intervention.
- Uses professional judgment to ensure safety of self, patients and others at all times.
- Achieves quality patient care through interdisciplinary communication.
- Attends continuing education seminars/workshops to keep abreast of new clinical skills, programs, or techniques. Provides in-service training sessions or other educational presentations to company, team or facility in order to enhance one's clinical and professional knowledge and skills.
- Provides assistants and rehab aides clear directives concerning patients and treatment plans prior to initiation of patient care.
- Confers with Director of Rehab to develop and implement new programs and techniques to enhance program utilization.

- Maintains appropriate state licensure, certification, and credentialing.
- Submits billing, payroll, and expense documentation in a timely manner.
- Makes appropriate referrals to other members of the rehab team

**QUALIFICATIONS:**

- Graduate of an approved curriculum in Occupational Therapy.
- Able to practice unencumbered.
- In good standing with all regulatory agencies and licensing boards.
- Working knowledge of Medicare and other payer sources.
- Full knowledge of resident's rights.
- Exudes professionalism in presentation.
- Ability to multitask.
- Must be able to read, write, speak, understand, and communicate in English.
- CPR certification.

**PHYSICAL REQUIREMENTS:**

- Must be able to move intermittently throughout the workday.
- Must be able to lift over 100 pounds with assistance according to the resident's abilities.
- Must be able to sit and walk for extended periods of time.
- Must be able to travel to reach assigned destination in a reasonable time frame.
- Must be able to bend, squat, push, stoop, and pull as needed especially in fulfilling patient care activities.

Must be able to meet the general health requirements set forth by the policies of this facility, including undergoing physical examination.