

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

OCCUPATIONAL THERAPIST 2

DEFINITION

Performs supervisory duties and professional occupational therapy work involving the assessment of motor function, neuro-developmental, perceptual, and/or personal-social development and treatment of residents at a state institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Carries out planning and coordinative functions relating to treatment programs, standardized and non-standardized testing, diagnostic, or resident-care assignments requiring considerable knowledge and experience in the program as directed by administrative superiors.

Evaluates the effectiveness of the overall Occupational Therapy Program in addition to evaluation of individual treatment plans and progress notes.

Observes lower level staff in implementation of treatment plans; makes suggestions for more effective training techniques.

Implements therapeutic treatment of an arts and crafts modality through directing, instructing, and assisting residents in use of ceramic, leather, basketry, metal, wood, cloth, or other materials to produce useful or decorative objects; offers psychological support to residents.

Participates as a member of the treatment team; gives evaluations and progress reports on residents; offers and receives recommendations, suggestions, and expertise concerning the resident and treatment plan.

Instructs subordinate level employees in a formally organized in-service training program as assigned.

Evaluates new cases in a diagnostic setting; makes recommendations pertaining to appropriateness of and scope of needed occupational therapy services.

Designs treatment programs to teach self-help skills in activities of daily living or to elicit improved perceptual, motor, and personal-social skills from resident on an individual basis; assesses effectiveness of treatment plans.

Writes resident progress notes and reports recording resident response in a treatment program.

Designs and produces adaptive equipment, wheelchairs, positioning chairs, utensils, splints or other elementary orthotic devices for use by residents with mental and physical disabilities; instructs lower level staff in the use of such.

Administers and interprets standardized and non-standardized tests and evaluations in assessing resident's developmental level and psycho-social skills, sensory integration, hand functions, and self-help skills.

Consults and confers with medical, nursing, psychology, social work, parents or community treatment staff in regard to residents and programs designed by those in other disciplines.

Assumes responsibility for maintaining inventories; requisitions supplies and equipment when needed.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of occupational therapy.

Knowledge of human growth and development.

Knowledge of human behavior as related to the therapeutic treatment of institutional residents.

Knowledge in the use of adaptive equipment, wheelchairs, positioning chairs, utensils, and splints.

Knowledge of the techniques and equipment needed for a variety of arts and crafts media used in a therapeutic setting.

Knowledge of the potential hazards associated with equipment, tools and materials used in the occupational therapy unit.

Knowledge of institutional rules and regulations as related to resident care and employees.

Knowledge of the basic principles of supervision.

Knowledge of the theory and practice of administering, scoring, and interpreting a variety of standardized tests relating to the assessment of occupational therapy needs.

Knowledge of anatomy, physiology, and kinesiology as related to the practice of occupational therapy.

Knowledge of the basic principles and procedures of first aid as related to the needs of institutional residents.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to instruct residents in various arts and crafts.

Ability to maintain records, charts, and progress notes relating to the treatment program of a resident.

Ability to train lower level subordinates in proper treatment techniques.

Ability to monitor and evaluate the effectiveness of an on-going occupational therapy program.

Ability to keep abreast of current trends and literature in the field of occupational therapy.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL QUALIFICATIONS

Licensure or a limited permit to practice as an Occupational Therapist as issued by the Iowa Board of Physical and Occupational Therapy Examiners and experience equal to eighteen months of full-time employment as an occupational therapist;

OR

licensure or a limited permit and any equivalent combination of graduate education in occupational therapy, physical therapy, child development, educational psychology, special education, or public health administration coursework from an accredited college or university may be substituted for the required experience on the basis that thirty semester or equivalent hours of coursework equals one year of experience to a maximum substitution of one year.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

NOTE:

At the time of interview, applicants referred to Glenwood and Woodward State Hospital/Schools will be assessed to determine if they meet federal government employment requirements as published in the Federal Register, Volume 39, No. 12, Thursday, January 17, 1974, Section 20 CFR-405-1101.

Effective Date: 2/98 GR