

DIRECTOR OF OCCUPATIONAL THERAPY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving evaluating, planning and providing occupational therapy treatment to residents in a health care facility in accordance with written prescription or referral from a physician who provides medical direction. The incumbent is responsible for the operation of the Occupational Therapy Department in the nursing home. General supervision is received from the Nursing Home Administrator. Supervision may be exercised over the work of Occupational Therapy Aides, clerical employees and volunteers assigned to the service. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs occupational therapy procedures upon the written order or referral from a licensed 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 residents unless contradicted by professional judgment or a physician's admission notes;

Develops a treatment plan based upon findings, short and long term rehabilitation goals and in accordance with the physician's diagnosis, prescription or referral;

Fabricates and applies hand splints, trains residents in the use of adaptive assistive devices and/or self-help techniques to achieve maximum independence;

Records on patients' charts all occupational therapy evaluations, re-evaluations, progress notes, consultations and discharge summaries;

Participates in the selection of personnel in the occupational therapy service, assigns their duties and provides supervision;

Coordinates occupational therapy procedures with nursing services, dietary staff and social services and trains all staff;

Organizes and operates the clinical and administrative needs of the department;

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

Confers periodically with physicians and nursing personnel regarding all facets of resident care and related activities;

Provides in-service training to occupational therapy and nursing staff on use of adaptive equipment;

Assists in the development of and monitors the budget for the Occupational Therapy Department;

Maintains program records, including but not limited to, the service budget, statistical reports of the frequency and types of treatment and number of residents treated;

Operates equipment such as sewing machine, pulleys and heat gun and heating pan for orthotic plastics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, techniques and practices of occupational therapy;
Good knowledge of the operation and maintenance of apparatus and equipment used in occupational therapy;
Working knowledge of community resources available to support or supplement the occupational therapy programs;
Ability to evaluate, plan and execute treatments for residents;
Ability to organize and operate the clinical and administrative needs of the department;
Ability to plan and supervise the work of others;
Ability to communicate effectively both verbally and in writing;
Ability to prepare and maintain accurate, current reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and currently registered by the New York State Education Department as an Occupational Therapist.