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JOB DESCRIPTION

JOB TITLE: Occupational Therapist

JOB SUMMARY: The occupational therapist is responsible for overseeing the provision of occupational therapy services and providing direct service to residents. Employee is responsible for coordination of the occupational therapy staff.

POSITION REPORTS TO: Director of Rehabilitation

ESSENTIAL JOB FUNCTIONS

- Occupational therapy evaluation/treatments will be rendered only with a physician's referral.
- Provide occupational therapy treatments; supervise treatments provided by certified occupational therapy assistants and revise treatments as needed.
- Recommend and assist in providing residents with functional equipment (wheelchairs, adaptive equipment, etc.).
- Work closely with physician, other professionals and consultants to integrate occupational therapy into the multi-disciplinary team care plan.
- Participate in resident and family education and meetings, including team conferences, home evaluations and discharge planning.
- Document patient/resident admission and discharge evaluations per occupational therapy department policy.
- Document progress notes to update status of those patients/residents receiving occupational therapy.
- Document readmissions, re-evaluations, consultations and other specific requests per department policy.
- Track daily occupational therapy referrals to make sure they are being evaluated in a timely manner.
- Record daily the number of treatments provided and time spent as per occupational therapy department policy.
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- Manage RUGS categories to ensure patients are placed in the appropriate categories necessary to optimize both reimbursement and time spent in therapy.

- Assist director in maintaining oversight of daily therapy schedule in order to maximize utilization of staff.
- Assist in the provision of in-service education, related to occupational therapy for department personnel on an on-going basis, or at least quarterly.
- Provide facility in-services as needed.
- Assist in new staff orientation program as needed.
- Attend departmental in-services, staff meetings and required facility in-services.
- Maintain minimum daily productivity of 80% patient treatment, of available time in facility.
- Update skills and knowledge of occupational therapy issues/techniques related to the geriatric population.
- Attend one or more professional conferences per year.

QUALIFICATIONS: Ability to communicate effectively. Good management skills.
Ability to interact courteously and tactfully with staff, residents, family members, visitors, vendors and the general public.

EDUCATION: A Bachelor's degree plus a license to practice occupational therapy in New York State.

EXPERIENCE: Three years full time paid experience in practicing occupational therapy in a nursing home or health care facility.

PHYSICAL REQUIREMENTS: 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.

Performing duties of this job requires occasional sitting, walking and standing. Must be able to occasionally lift loads of 30 pounds without assistance and the ability to sit, talk, and hear is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS: 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.

The majority of essential job duties are performed indoors, in a normal office environment as well as in resident areas where universal precautions apply.