

Easterseals DuPage & Fox Valley

FOR: Policy and Procedure Manual
SECTION: Personnel
RE: Job Description
POSITION: Staff Occupational Therapist
STATUS: Exempt

DEFINITION:

The occupational therapist is responsible for evaluating, planning, and implementing occupational therapy services as prescribed by a referring physician and in accordance with Center's policies and procedures. In addition, he/she is expected to participate (voluntarily or upon request) in the manning of existing Center programs and the development of new Center programs.

REPORTS TO: Director, Occupational Therapy

MISSION STATEMENT:

Our mission is to ensure that children with disabilities and their families are empowered.

ESSENTIAL FUNCTIONS:

I. Ethical Standards of Practice

- A. Delivers services consistent with established Easterseals DuPage & Fox Valley Mission, Values, and Philosophy.
- B. Maintains patient confidentiality and respects the rights and dignity of all individuals.
- C. Complies with current AOTA Code of ethics, state licensure laws, and all prevailing Federal, State and local laws regulations.

II. Evaluations

- A. Screens, consults and/or evaluates patients upon request/referral.
- B. Performs evaluations/screenings within Center's formats of
 - IDE
 - Single discipline
 - Reviews relevant reports to facilitate evaluation.
 - Selects appropriate evaluation tools and implements them as indicated.
 - Makes appropriate recommendations from evaluation results.
 - Writes patients evaluations in accordance with Center policies.

III. Administration of Therapy

- A. Establishes a Treatment Plan from initial evaluation, family/client priorities
- B. Administers program effectively:
 - Utilizes appropriate treatment procedures and techniques.
 - Adapts treatment to patient's needs and abilities.
 - Identifies resources and integrates information on resources into program planning and implementation.
- C. Continually evaluates, predicts outcomes and updates Treatment Plan based upon client's/family's changing needs.
- D. Meets current productivity expectations as outlined by the department.
- E. Provides appropriate client and family education and training.
- F. Acts in coordination with other therapies in planning therapy program, as appropriate.

- G. Communicates with other internal and external team members, referring physician, and other relevant stakeholders as authorized by client family/legal guardian.
- H. Serves as client case manager, when assigned.
- I. Establishes the discharge/transition plan and refers client to other services/programs, as needed.
- J. Provides follow-up procedures:
 - Gives home program.
 - Increases or decreases therapy as indicated.
 - Discharges when appropriate or refers to appropriate alternative placements.
- K. Attends and participates in staffing, clinics, etc., as requested.
- L. Assists in ordering, fitting equipment and splinting when necessary.
- M. Sanitize toys and treatment space.

IV. Documentation

- A. Maintains efficient records:
 - Writes patients progress reports and evaluations in accordance with Center's policy.
 - Serves as case manager when assigned, acting to assist in the coordination of all documentation needs.
 - Assist with finance department's needs relating to documentation.
 - Prepares discharge upon termination of services.
 - Acts to assure therapy records are complete upon clients' discharge.

V. Department Program Development

- A. Participates in the planning for and training of occupational therapy students.
- B. Attends staff meetings, interdepartmental meetings, in-services, clinics, and Medical Advisory Board, as necessary.
- C. Helps to maintain department supplies, equipment, and toys.
- D. Participates in the development of and the review adherence to department policies and procedures relating to treatment, documentation, and program development.
- E. Maintains and develops professional skills through the pursuit of continuing education and membership in professional organizations.
- F. Promotes nurturing/mentoring of fellow staff members through sharing of information and the commitment to a team approach.
- G. Therapist will participate on committees as requested.
- H. Therapist will fulfill department responsibilities assigned to them as deemed necessary by therapy manager. These assignments are based on % of employee. responsibilities may include one of the following per fiscal year:
 - Splint Room Monitoring
 - ADL Monitoring
 - Volunteers/Calls
 - Monitoring Test Kits
 - Craft/Group Closets

VI. Therapist will participate in fulfilling Community Based Therapy programs/contracts as requested.

- A. Job duties and expectations specific to contacts will vary in accordance to the terms of the agreement between this Center and the agency contracting our services.
- B. For Center developed Community Based Therapy program(s), job responsibilities and expectations will be reviewed with therapist by Community Based Therapy Manager.
- C. As requested, therapists will participate and/or coordinate responsibilities outlined for specific clinics
- D. Therapist will participate in fulfilling Assistive Technology (seating, evals) responsibilities as outlined by the Seating & Mobility Clinic or The Assistive Technology Assessments.

QUALIFICATIONS:

1. Must have a degree or a certificate in Occupational Therapy from a school approved by AOTA.
2. Must be licensed or license eligible as defined by the Illinois Occupational Therapy Act.
3. EI/CFC certified or eligible.
4. NBOTC certified
5. Maintain current CPR certificate.

REQUIREMENTS:

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 50 lbs. on an as-needed basis
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses

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