

State Job #7291  
JOB DESCRIPTION

**OCCUPATIONAL THERAPIST**

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**TITLE:** Occupational Therapist

**REPORTS TO:** Associate Director for Special Education

**SUPERVISES:** N/A

**JOB FUNCTION:** To provide occupational therapy assessments and services that are necessary for the student to benefit from his/her special education program.

**DUTIES AND RESPONSIBILITIES:**

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- ~~Obtain physician approval for therapy and maintain open communication with appropriate medical personnel.~~
- Provide assessments for referred individuals which may include developmental level, sensorimotor, neuromuscular, fine motor, perceptual, self-help, and pre-vocational skills.
- Develop long-term and annual goals based on the assessment to enhance motor development, improve self-help skills, and to improve classroom function.
- Develop treatment plan to implement the therapy goals. Provides activity suggestions for the classroom and the home, when appropriate. Maintain communication with the parents and school staff to help integrate the goals into the student's IEP.
- Interpret results of the occupational therapy assessment to the parents and appropriate personnel.
- Assist teachers and parents in techniques for positioning, handling, relaxation, feeding, and self-help skills; assists parents and teachers in modifying the environment and providing appropriate activities.

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- Set up treatment calendars in Medicaid Billing System by the 10<sup>th</sup> day of school, and revise as students enroll or change.
- Complete all service logs for Medicaid Billing by the 10<sup>th</sup> of each month for the preceding month.

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**DUTIES AND OTHER RESPONSIBILITIES (CONT.):**

- Determine, recommend, and oversee equipment and architectural modifications which will allow the student to function more independently.
- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques of occupational therapy.
- Laws and regulations concerning ~~medical records and~~ therapeutic services.
- Neurology, anatomy, neuroanatomy and physiology.
- Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.
- Methods, materials, and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with client's specific activities.
- Oral and written communication skills.
- Public speaking techniques.
- Research techniques.
- Record-keeping techniques.

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- Principles of training and supervising staff.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- ~~CPR.~~

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**KNOWLEDGE AND ABILITIES:**

**ABILITY TO:**

- Provide occupational therapy to eligible individuals.
- Determine and evaluate treatment.
- Plan, prepare, and make oral presentations.
- Communicate effectively with families of handicapped individuals.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Monitor and evaluate equipment needs.
- Prepare written evaluations and review medical and therapy reports.
- Train and supervise others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Lift heavy objects.
- Operate office and therapeutic equipment.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Observe health and safety regulations.
- ~~Perform CPR as required.~~

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**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

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**EDUCATION AND EXPERIENCE:**

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- Graduate of an accredited four year occupational therapy program with successful completion of six months internship and two years experience working in pediatric, physical or occupational therapy.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Occupational Therapy license issued by the State of Kentucky.

*Original Date: 02/1995*

*Revision Date: 07/2011*

*Revision Date: 07/2012*