

## OCCUPATIONAL THERAPIST

**GRADE:** Not listed on Agency Pay Scale

**REPORTS TO:** PACE Program Director

**POSITION REQUIREMENTS:** Graduate of an AOTA approved school or equivalent. AOTA certified in Occupational Therapy. Licensed to practice Occupational Therapy by the Virginia Board of Occupational Therapy. Must have valid driver's license and reliable transportation. One year's experience working with the frail/elderly. Demonstrate clinical competency with geriatric population. Be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact. Must undergo criminal background check and drug screening upon hire.

**SUMMARY:** Evaluates and reassesses patients with regard to mobility level and other functional abilities. Provides and recommends therapeutic exercise and treatment. Plans and develops exercise programs for maintenance therapy for participants. Responsible for the overall occupational therapy program and supervision of COTA.

### **DUTIES AND RESPONSIBILITIES:**

1. Conduct's initial, periodic, and as-needed assessments of participants' physical condition and functional status.
2. Develops treatment program when indicated, sets goals and provides treatment.
3. Reviews and completes participant assessments and discharge summaries. Plans and develops maintenance, exercise and therapy programs for participants.
4. Provides training to family members, caregivers, and staff members for those parts of the treatment plan that can be implemented by them.
5. Provides supervision to personal care aides and other staff who are implementing occupational therapy treatment programs.
6. Communicates participant changes to team members.
7. Participates in the development of participant plans of care.
8. Participates in the coordination of a 24-hour care delivery system.
9. Completes all documentation in the medical record as required.
10. Acts only within the scope of his or her authority to practice.
11. Will comply with HIPAA requirements and will maintain strict confidentiality in all matters pertaining to PACE participants and program operations.
12. Will attend training as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Job Knowledge:
  - a. Is familiar with policies and procedures and responsibilities
2. Quality of Work:
  - a. Completes responsibilities in an accurate, thorough manner
3. Work Habits:
  - a. Uses work time effectively
4. Interpersonal Relations:
  - a. Gets along with others, accepts suggestions
5. Interpersonal Skills:
  - a. Demonstrates sensitivity and caring
  - b. Demonstrates friendly, open communication
6. Motivation and Professional Motivation:
  - a. Displays high energy level
  - b. Displays positive team spirit
  - c. Displays commitment
  - d. Displays leadership and teaching skills
7. Adaptability:
  - a. Adapts positively in new and changing situations
  - b. Performs under stress with flexibility
8. Effort:
  - a. Demonstrates problem-solving, creativity, persistence, self-starting
9. Oral/Written Communication:
  - a. Presents ideas and opinions in a concise manner
  - b. Maintains discretion and confidentiality
  - c. Written expression is concise/organized
10. Decision Making:
  - a. Uses sound judgment when choosing course of action or drawing conclusions, evaluates alternatives