

Jurisdiction: Cortland County  
Jurisdictional Classification: Competitive  
Adopted: 10/20/05  
Amended: 6/19/09; 4/22/10

## **OCCUPATIONAL THERAPIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent evaluates, plans and provides occupational therapy treatment to patients in accordance with a referral from a physician or other health care provider. The work is performed under the general supervision of higher level administrator, with leeway permitted for exercising independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs initial screening, evaluation and consultation for patients referred to the program;  
Develops goals, treatment objectives and therapeutic activities and tasks to be incorporated into the patient's individualized treatment plan;  
Maintains written case notes and other written documentation as required by State laws or other regulations;  
Attends and participates in staff conferences on patients needs and progress;  
Meets with physicians and other staff to coordinate occupational therapy treatment, review patient progress and adjust goals and activities as necessary;  
Develops home based programs where appropriate;  
Assists in developing and coordinating case related in-service training;  
Participates in professional meetings and conferences to keep abreast of and coordinate health care developments and approaches;  
Assesses and makes recommendations regarding adaptive and orthotic equipment needs and monitors equipment status;  
Implements occupational therapy treatment plan;  
Maintains daily time sheets and Medicaid statistic sheets as appropriate.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods, procedures and objectives of occupational therapy;  
Good knowledge of occupational therapy equipment and apparatus;  
Ability to organize and maintain accurate records and files;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to establish and maintain effective working relationships with others;  
Ability to communicate effectively both orally and in writing;  
Ability to deal effectively with the public;  
Ability to understand and empathize with the needs and concerns of others;  
Ability to plan and schedule workload to maximize capacity;  
Physical condition commensurate with the demands of the position.

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### **MINIMUM QUALIFICATIONS:**

- A. Licensed and currently registered by the New York State Education Department as an Occupational Therapist AND
- B. Experience as an Occupational Therapist involving work with children ages birth to five.

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license is required. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.

OSHA Bloodborne Pathogens Classification: Category 1