



## JOB DESCRIPTION

**JOB TITLE POSITION:** Occupational Therapist

**REPORTS TO:** Clinical Director

**PICK ONE: Exempt:** \_\_\_\_\_ **Non-Exempt:**  \_\_\_\_\_

**JOB SUMMARY:** The Occupational Therapist assesses, plans, implements and evaluates direct care to a diversified client caseload reflecting advanced knowledge, expertise and appropriate intervention in accordance with prescribed standards of the profession.

### POSITION QUALIFICATION:

- I. **Education:**
  - a. A graduate of an occupational therapy curriculum accredited jointly by the Council on Medical Education of the American Medical Association and the American Occupational Therapy Association.
  - b. Licensed by the State of Vermont.
- II. **Experience:** Prefer one (1) year's experience as a therapist in a hospital, skilled nursing facility, outpatient setting or home health agency.
- III. **License Requirements:** Must have valid Vermont Driver's license and current license to practice Occupational Therapy in Vermont.
- IV. **Continuing Educational Requirements:** Agency employees are expected to participate in appropriate continuing educational as may be requested and/or required by their immediate supervisor. In addition, employees are expected to accept personal responsibility for other educational activities to enhance job related skills and abilities. All personnel must attend or make-up annual mandatory educational offerings before year-end.
- V. **Competency:** Individuals must demonstrate their competency, within their orientation and probation period, according to the orientation checklist developed for each position. In addition, ongoing competency assessments will be performed through joint visits, based on the degree and complexity of care being performed and by monitoring information regarding performance.

**VI. General:**

1. Must demonstrate and maintain any required competency.
2. Able to speak, read and write in English.
3. Be honest, self-directed, possess initiative, display good judgment and a positive attitude toward daily activities.
4. Have the ability to communicate clearly and effectively both orally and in written work.
5. Be able to work cooperatively and in a productive manner with Agency employees, clients, customers and the general public.
6. Maintain satisfactory standing with the Adult Abuse Registry, Child Abuse & Neglect Registry, Vermont Criminal Information Center and OIG.
7. Be free from the illegal use and effects of drugs and alcohol in the workplace.
8. Be able to carry out the functions of the job without risk of harm to the health and safety of self and others.
9. Hold a valid driver's license and have a reliable, registered vehicle with insurance as required by Agency, and appropriate to position.

**ENVIRONMENTAL AND WORKING CONDITIONS:**

1. Traveling is required. Must drive in various weather condition on roads of varying degree of repair.
2. May be exposed to extremes of heat and cold in all weather conditions
3. May work in community based settings, and clients' homes and outdoors.
4. May work during non-business hours.
5. May experience:
  - a. hostile and emotionally upset clients, family members, visitors and staff; may have contact with clients under a variety of un-predictable circumstances.
  - b. stress due to a demanding profession;
  - c. exposure to infections and contagious diseases; may be exposed or occasionally exposed to client elements. OSHA exposure category:  
*Category I: Position includes tasks that involve exposure to blood, body fluids and tissues.*
  - d. a variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client based activities and preferences.

**PHYSICAL REQUIREMENTS:**

1. Must walk, sit, stand, bend, lift and move intermittently during working hours.
2. Must have the ability to push, pull and lift from the floor, up to a total of 50 pounds and be able to move with the weight, as to Agency standards.
3. Climbing-be able to navigate stairs of varying heights and degrees.
4. Balancing-be able to maintain balance.
5. Kneeling, crouching, stooping, twisting, reaching below waist level, reaching overhead and reaching torso level.

6. Manual finger dexterity-will need dexterity to perform duties and use equipment.
7. Visual acuity-will need sufficient eyesight to drive a car, use office equipment and perform duties.
8. Auditory acuity- will need to assist individuals in person and by telephone.

## **PERFORMANCE REQUIREMENTS:**

### **I. Performance Standards: (Include, but are not limited to the following):**

1. Provides care in accordance with standards of practice appropriate to position.
2. Provides case management, including data collection, assessment, treatment, teaching, planning, implementation and evaluation.
3. Communications, collaborates and coordinates care effectively with clients, families, physicians, coworkers and other health care providers.
4. Instructs and supervises the home health aide to carry out specific occupational therapy modalities.
5. Meets Agency productivity expectations.
6. Demonstrates respect, tolerance and understanding for client's autonomy and independence. Acts as an advocate for client and family in meeting their health care needs. Establishes trust and confidence in client relationship.
7. Shows good judgement and insight in developing an approach to use within client relationship.
8. Keeps abreast of changes in occupational therapy theories and practices,
9. Contributes to the ongoing development of programs and professionals within the service of sharing expertise, contributing resources and giving in-services.

### **II. Professional Accountability:**

1. Demonstrates a commitment to the mission and core values of the Agency.
2. Complies with all Agency policies and procedures.
3. Demonstrates respectful and effective communication in all interactions.
4. Protects the privacy and confidentiality of clients, co-workers and Agency operations.
5. Complies with Agency policies to protect confidentiality, integrity, availability and security of all protected health information. Reports a breach of security to Agency's Security Official.
6. Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards.
7. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
8. Reports to work on time, provides advance notice for time off, accurately reports time and attendance and appropriately manages paid time off (if applicable) in accordance with agency policy.
9. Demonstrates a commitment to integrity in work habits and use of Agency resources.
10. Performs duties as assigned that may be outside his/her principle responsibilities.
11. Effectively communicates to transfer information, provide guidance and resolve conflicts.
12. Reports concerns and complaints regarding abuse, neglect and exploitation in

accordance with Vermont State Law and Agency.

13. Enhance or improve Agency services by participating in team meetings, projects and committees.
14. Contributes to a positive work environment and responds in a constructive manner to change.
15. Documents the provision of care and services in accordance to Agency policy.

**SIGNATURES:**

---

Supervisor

---

Date

---

Employee

---

Date

Revised: 6/14/17, 1/24/19