

SUPERVISING OCCUPATIONAL THERAPIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the day to day administration, professional supervision, and coordination of the occupational therapy programs and services to the various clinical divisions of the Medical Center and Taylor Care Center. Supervision is exercised over Staff and Occupational Therapists, Certified Occupational Therapy Assistants, Occupational Therapy Aides, and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and supervises under medical direction, patient treatment programs for occupational therapy in various units of the Medical Center and the Ruth Taylor Institute;

Coordinates treatment programs with other disciplines;

Reviews evaluation and treatment notes on patients and consults with staff physicians;

Evaluates and plans a treatment program for selected patients with more complex disabilities;

Plans and supervises the construction of selected orthoses and adaptive devices on recommendation of the medical staff of the division;

Plans and presents in-service training for staff and various students;

Works with the attending staff in the planning and day to day functioning of the residency program;

Acts as consultant for occupational therapy services;

Represents the Medical Center at outside meetings and conferences concerned with occupational therapy;

Maintains contact with outside agencies to insure continuity of care for individual patients;

Speaks to interested civic and community groups on the work of the Occupational Therapist;

Maintains professional contacts to improve standards of practice;

Assigns staff responsibilities and schedules staff leave time to maintain proper coverage;

Trains and evaluates the work of Occupational Therapists, Certified Occupational Therapy Assistants, Occupational Therapy Aides, and Occupational Therapy students;

Supervises the ordering and distribution of all supplies and equipment used in the units;

Prepares the annual budget and maintains a current audit of funds;

Maintains financial records of supplementary funds;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Prepares monthly and annual statistical reports;

Maintains a liaison with county services;

Represents the division in meetings and committees;

Oversees the proper safety and maintenance of shops and equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory and techniques of occupational therapy; ability to motivate patients toward their highest level of function; ability to instruct patients in therapeutic activities; ability to write and speak effectively; ability to effectively work in a team setting with medical personnel; ability to direct and supervise professional and support staff and volunteers; ability to coordinate professional activities with other disciplines; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; administrative ability; good judgment; initiative; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of license and current registration, issued by the New York State Education Department, as an Occupational Therapist and three years experience where the primary function of the position was in occupational therapy, which must have included functional restoration.

SUBSTITUTION: Possession of a Master's Degree* in Occupational Therapy may be substituted for one year of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education and licensure level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.