

OCCUPATIONAL THERAPIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4128	Occupational Therapist I	01	444	6 mo.	00/00/00	Rev.
4129	Occupational Therapist II	01	444	6 mo.	00/00/00	Rev.
4130	Occupational Therapist III	01	444	6 mo.	00/00/00	Rev.

Promotional Line: 274

Series Narrative

Employees in this series assess, plan, organize, and participate in rehabilitative programs. to prevent or correct physical, psychological, or developmental deficiencies or to minimize the disabling effects of these deficiencies. Occupational therapists help clients to perform all types of activities, from using a computer to caring for daily needs such as dressing, cooking, and eating, in the process helping disabled persons achieve general independence. Higher level therapists may be responsible for employee supervision and training, as well as the coordination of occupational therapy techniques and objectives with those of other disciplines (such as physical therapy and nursing).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Occupational Therapist I

4128

Employees at this level plan and implement occupational therapy treatment under general supervision. They plan individual programs that involve such activities as demonstrating the use of adaptive equipment (i.e. wheelchairs, orthoses, dressing aides etc.), homemaking skills, and other activities designed to help patients regain physical/mental functioning or adjust to their handicaps. The also evaluate occupational therapy treatments by making sure that the therapy program is consistent with the needs and capabilities of each patient.

An Occupational Therapist I typically –

1. evaluates patient's psycho-social needs, physical functioning, and developmental level in order to plan activities that upgrade the patient to maximum independence
2. plans and implements occupational therapy treatments, which involves the selected application of educational, pre-vocational, daily living, social activities and whatever a patient requires to help regain and/or maintain physical and/or psychological functioning
3. instructs patients in rehabilitative activities
4. observes, evaluates, and records patient's treatment and makes reports to other health team members
5. trains caregivers how to provide for the needs of a patient during and after therapy
6. recommends changes in a patient's work or living environment that are consistent with their needs and capabilities
7. directs the activities of one or more assistants or volunteer workers

8. maintains an inventory of supplies and equipment
9. performs other related duties as assigned

Level II: Occupational Therapist II**4129**

Employees in positions at this level, evaluate and treat patients; assess the need for occupational therapy services; train, direct, and evaluate lower level therapists and occupational therapy students; and carry out duties in the clinical area (i.e., keep departmental statistics).

An Occupational Therapist II typically –

1. schedules patients for treatment in accordance with available personnel and equipment, and assigns cases to therapists
2. works with their supervisor to supervise occupational therapy personnel in the clinical area. These activities will include, but are not limited to, assisting in interviewing, training, and evaluating the occupational therapy personnel, interpreting policies and procedures, and directing and observing therapists and students engaged in treatment activities.
3. monitors and reports statistical information regarding the clinical area
4. assists with assessing the need for occupational therapy services and recommends changes
5. maintains the records of expenditures in the clinical area
6. assists with the overall management of the occupational therapy department. For example, such responsibilities include, but are not limited to, maintaining inventories and requisitioning supplies, evaluating space requirements, and requisitioning repairs for equipment and facilities
7. performs work related to the lower level in this series
8. performs related duties as assigned

Level III: Occupational Therapist III**4130**

Employees in positions at this level, under administrative direction, evaluate and treat patients and provide technical assistance and administrative support for an occupational therapy department, e.g., implement complex treatment techniques, quality assurance, staff development/evaluation, and student training programs, etc.

An Occupational Therapist III typically –

1. records and reports patient progress, relating their evaluation to other disciplines (such as physical therapy)
2. compiles departmental records (such as quality of care records and continuing education records)
3. monitors and recommends expenditures for administrative functions
4. designs the clinical field work experiences of occupational therapy students

5. supervises occupational therapy personnel in the clinical area
6. teaches principles and techniques of occupational therapy to other disciplines (such as nursing and physical therapy)
7. manages and evaluates of the overall occupational therapy department, i.e., consults with other disciplines in planning the expansion or modification of occupational therapy services
8. performs work related to the lower level in this series
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Occupational Therapist I

4128

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Eligibility for licensure as a registered occupational therapist by the State of Illinois under the condition that they have been issued a letter of authorization from the Illinois Department of Professional Regulation (DPR) allowing them to practice under supervision (supervision means the presence of a licensed occupational therapist on site at least 75% of the employee's work hours). Must successfully pass exam within *one year* from date of employment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of techniques and procedures used in occupational therapy
2. Ability to evaluate patients and plan and implement therapy
3. Writing: ability to communicate effectively in the preparation of case reports
4. Supervisory ability
5. Social perceptiveness - being aware of other's reactions and understanding why they react as they do
6. Monitoring - monitoring/assessing the performance of patients to make improvements or take corrective action
7. Psychology - knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders

Level II: Occupational Therapist II

4129

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensed as a registered occupational therapist by the State of Illinois.

2. One year of work experience performing duties comparable to those listed for the Occupational Therapist I.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Ability to organize and implement occupational therapy services in a clinical area
2. Ability to interpret occupational therapy policies and procedures
3. Ability to compile statistical records and write reports
4. Ability to account for expenditures in an occupational therapy clinical area
5. Ability to evaluate patients and plan treatment activities
6. Supervisory ability

Level III: Occupational Therapist III

4130

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensed as a registered occupational therapist by the State of Illinois.
2. Two years of work experience performing duties comparable to those listed for the Occupational Therapist II.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of theory and practice of occupational therapy
2. Ability to evaluate patients and prepare records and reports (such as statistics on patients, evaluation reports, and peer review reports)
3. Ability to monitor expenditures of an occupational therapy department
4. Ability to implement departmental programs
5. Ability to design programs and modify existing services
6. Ability to teach the principles and techniques of occupational therapy
7. Supervisory ability