

## OCCUPATIONAL THERAPIST SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4128	Occupational Therapist	01	444	6 mo.	09/15/11	Rev.
4129	Occupational Therapy Specialist	01	444	6 mo.	09/15/11	Rev.
4130	Coordinator of Occupational Therapy Services	01	444	6 mo.	09/15/11	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 persons with disabilities 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). All levels perform supervision of students in their clinical experience.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Occupational Therapist**

**4128**

Employees at this level is responsible for the provision of occupational therapy services including the assessment and evaluation of factors that influence occupational performance; formulating conclusions regarding patient/client needs and priorities to develop a patient/client centered intervention plan; and selecting and implementing evidence based interventions to support participation in areas of occupation. The Occupational Therapist may supervise students in their clinical fieldwork.

An Occupational Therapist 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. performs other related duties as assigned

**Level II: Occupational Therapy Specialist****4129**

Employees at this level are responsible for the provision of occupational therapy services including the assessment and evaluation of factors that influence occupational performance; formulating conclusions regarding patient/client needs and priorities to develop a patient/client centered intervention plan; and selecting and implementing evidence based interventions to support participation in areas of occupation. They are also responsible for overseeing the assignment of patients, record keeping, and the overall coordination of the unit's daily activities.

An Occupational Therapy Specialist 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: Coordinator of Occupational Therapy Services****4130**

Employees in positions at this level are primarily responsible for coordinating the occupational therapy services provided in a specified section of the department. They also are responsible for the provision of occupational therapy services including the assessment and evaluation of factors that influence occupational performance; formulating conclusions regarding patient/client needs and priorities to develop a patient/client centered intervention plan; and selecting and implementing evidence based interventions to support participation in areas of occupation. In addition, Occupational Therapist IIIs have administrative responsibilities that include program planning and evaluation, performance appraisal, planning of team meetings and maintaining equipment and supplies.

A Senior Occupational Therapist 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**

**4128**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure or 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 Financial & Professional Regulation (IDFPR) allowing them to practice under supervision

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of techniques and procedures used in occupational therapy
2. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
3. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treating of behavioral and affective disorders
4. 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
5. Skill monitoring/assessing the performance of patients to make improvements or take corrective action
6. Ability to plan and implement therapy
7. Ability to communicate effectively in the preparation of case reports
8. Supervisory ability
9. Ability to be socially perceptive, being aware of other's reactions and understanding why they react as they do

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensed as a registered occupational therapist by the State of Illinois
2. Two (2) years (24 months) of work experience performing duties comparable to those listed for the Occupational Therapist

## 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: Coordinator of Occupational Therapy Services****4130**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensed as a registered occupational therapist by the State of Illinois
2. Two (2) years (24 months) of work experience performing duties comparable to those listed for the Occupational Therapy Specialist

## 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