

OCCUPATIONAL THERAPIST (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work involving responsibility for occupational therapy casework in a program designed to meet therapeutic needs of selected individuals in the school population. The incumbent is responsible for evaluating, planning and providing occupational therapy treatment to students in accordance with referral from a physician or from a review committee. Progress is discussed with the program coordinator, teachers and parents. The work is performed under the general supervision of a higher level administrator, doctor, or program coordinator. Supervision may be exercised over certified occupational therapy assistants or other staff.

TYPICAL WORK ACTIVITIES:

1. Performs initial screening, evaluation and consultation for students referred to program;
2. Develops school based goals, treatment objectives and therapeutic activities and tasks to be incorporated into the student's individualized education plan;
3. Implements pediatric occupational therapy or oversees activities implemented by therapy Assistants, providing supervision and guidance as necessary;
4. Maintains written case notes and other written documentation as required by school policy or by state law;
5. Attends and participates in staff conferences on students' needs and progress;
6. Communicates with teachers, classroom support staff, physicians and other staff with student contact to ascertain progress or additional needs;
7. Develops home based programs where appropriate;
8. Assesses and makes recommendations regarding adaptive and orthotic equipment needs and monitors equipment status;
9. Maintains daily time sheets and Medicaid statistic sheets as appropriate;
10. Conducts regular staff meetings with therapy assistants to review student progress and to adjust goals and activities as necessary;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the methods, procedures, and objectives of occupational therapy, especially as they apply to a pediatric caseload; good knowledge of occupational activities; working knowledge of human anatomy, kinesiology and physiology as they relate to the evaluation and treatment of patients receiving occupational therapy; working knowledge of basic physical and recreational activities; ability to supervise the work of others; ability to relate sympathetically to a potentially difficult client population; ability to communicate effectively, both orally and in writing; organizational ability; personal qualities necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Licensed and currently registered by the New York State Education Department as an Occupational Therapist.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

MH0229
ADOPTED: 07/13/94
REVISED: 03/30/95 11/28/95