

*Code: 5254*

*Title: OCCUPATIONAL THERAPIST*

**SUMMARY:** Develops and provides occupational therapy programs to help individual patients/clients develop, recover and/or maintain daily living and work skills, based upon individual needs, in concert with health-care providers, care facility staff and patient/client family members or guardians.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assesses individual patient/client needs, physical/mental condition, experience and interests to develop an individualized program of occupational therapy;  
Coordinates individual occupational therapy plans with appropriate health-care providers, care facility staff and patient/client family members;  
Develops and coordinates occupational therapy projects using diverse media and activities, e.g., arts and crafts, music, physical activities and vocationally-oriented tasks;  
Conducts individual and group training in daily living and work skills;  
Teaches patients/clients the individual skills and techniques required for participation in therapeutic activities;  
Develops or coordinates provision of special assistive devices, tools and related equipment to assist patients/clients in meeting therapeutic goals;  
Maintains records of patient/client assessments, therapeutic plans and progress notes;  
Prepares recurring, routine and special reports on occupational therapy programs and individual case reports;  
Maintains confidentiality of patient/client information created or encountered in performance of assigned duties;  
Participates in utilization review conferences and meetings with health-care providers and care facility professional and paraprofessional staff;  
Consults with patient/client family members or guardians to provide progress reports and enlist their support in advancing the therapeutic goals;  
May supervise and/or train paraprofessional, student and volunteer staff providing occupational therapy activities for patients/clients.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, techniques and practices of occupational therapies;
- human anatomy, physiology and psychology relative to the provision of occupational therapy;
- rehabilitative objectives in treatment and motivation of patients/clients;
- diverse programs and activities which will facilitate occupational therapy programs, e.g., arts and crafts, music, physical and mental activities and vocationally-oriented tasks;
- medical, legal, facility and program requirements for the conduct and documentation of occupational therapy activities;
- local area resources for the development, enhancement or creation of occupational therapeutic activities and programs;
- care-facility and medical protocols for the treatment of patients/clients.

Skill in:

- assessing patient/client current and past medical, physical and mental history and conditions;
- developing and conducting individualized patient/client therapeutic programs, in concert with health-care providers and care facility staff;
- motivating patients/clients to achieve therapeutic program goals;
- maintaining comprehensive treatment records for assigned patients/clients;
- communicating effectively with patients, clients, health-care providers, care-facility staff and patient/client family members or guardians;

- developing or coordinating the procurement of needed assistive devices to facilitate therapeutic goals;
- training and supervising paraprofessional, student and volunteer staff in the conduct of individual therapeutic activities for patients/clients and groups;
- maintaining confidentiality of patient/client information created or encountered in performance of assigned duties.

MINIMUM QUALIFICATIONS:

Current certification as an Occupational Therapist (O.T.; O.T.R.; O.T.R.-L.) by the Board of Registry of the American Occupational Therapy Association.

OTHER REQUIREMENTS:

Licenses and Certificates: At the time of appointment, employee must hold a current license issued by the State of Arizona to practice as an Occupational Therapist, per ARS 32-3441. Employee must maintain a current license as an Occupational Therapist as a condition of employment; failure to maintain a current license shall be grounds for termination. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions may require fluency in English and a second language, as determined by the Appointing Authority. Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.