

## Northwest Colorado Health

### Occupational Therapist

#### **General Statement of Duties:**

Performs occupational therapy, evaluates needs, and conducts case and resource management for patients under the direction of a licensed physician.

#### **Supervision Received:**

Works under the general supervision and direction of the Therapy Team Lead.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Provides consistently high quality of care to patients including:
  - Performs occupational therapy evaluations and design and implements appropriate plan of care.
  - Selects appropriate exercises, modalities, ADL activities, and provides manual therapy as appropriate.
  - Informs family and physician verbally and in writing as needed regarding plan of care, progress, or changes.
  - Maintains a professional demeanor and customer service orientation to clients, peers, physicians, etc. as evidenced by feedback from nurses and customers.
  - Assesses patient needs and establishes realistic goals.
2. Provides to Agency accurate and timely documentation of care.
  - Submits documentation no later than one business day after each visit
  - Communicates with other caregivers regarding case(s), documents inter-disciplinary communication which is entered into the patient's medical record.
  - Charts accurately, thoroughly and legibly, either hand-written or typed, and meets regulatory agency and/or pay source requirements to include goals, interventions, outcomes, frequency/duration of care, and other required information regarding patient care.
  - Plans ahead for recertification or discharge as notified by appropriate Agency personnel.
3. Effectively manages a caseload at least equivalent to the productivity standard established. In the absence of an established standard, caseload size shall be mutually agreed upon.
  - Cases are generally assigned geographically. Full-time caregivers accept all cases in their geographic area unless caseload is full; if caseload is not full, caregiver may be assigned case(s) outside of normal area.
  - Caregiver regularly communicates with Scheduler, via telephone, or in

person regarding caseload status.

- Accepts cases above productivity standard only when able to consistently meet other expectations of quality care and documentation.
- Attends meetings such as assigned, ad hoc informational meetings regarding safety, policy updates, utilization review, education, etc.
- Assures continuity of care by seeing patients regularly and following Agency protocols for transferring visits to other caregivers in the event of vacation, time off, etc.

*This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:**

Graduation from a four year college or university, including completion of an occupational therapy education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association or any successor organization of the ACOTE required. Must have taken and passed the OT certification examination administered by the National Board for Certification in Occupational Therapy.

**Experience:**

At least twelve months occupational therapy experience required, three years preferred; One year of home health experience preferred, not required.

**Requirements:**

1. Active Colorado OT license.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
3. Current CPR certification.

**Skills:**

1. Psychomotor skills to provide occupational therapy, including daily and repetitive reaching, and use of equipment.
2. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.
3. Heavy lifting (>50 pounds) to transfer or turn an adult, with or without assistive devices.

**Abilities:**

1. Can read and interpret physicians' orders and notes from other caregivers, as well as respond to them, verbally and in writing.

**Working Conditions:**

1. Equipment to be utilized may include standard or electric wheelchairs, walkers, canes, crutches, transfer benches, ultrasound machines, TENS, etc. as determined by plan of treatment.

2. Work environment is highly variable, as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
3. Home visits are made in most weather conditions.
4. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_