**United Methodist Homes**

**Job Description**

**POSITION TITLE:** Occupational Therapist

**DEPARTMENT:** Skilled Nursing

**REPORTS TO:** Director, Therapy

**FSLA STATUS:** Non-Exempt

**POSITION SUMMARY:**

Plans, organizes, and conducts occupational therapy programs to facilitate development and rehabilitation of mentally, physically, or emotionally disabled persons.

**ESSENTIAL FUNCTIONS:**

* Completes and maintains resident/patient records.
* Tests and evaluates residents’/patients' physical and mental abilities and analyzes medical data to determine realistic rehabilitation goals for patients.
* Evaluates residents’/patients' progress and prepares reports that detail progress.
* Plans, organizes, and conducts occupational therapy programs.
* Selects activities that will help individuals learn work and life-management skills within limits of their mental or physical capabilities.
* Recommends changes in residents’/patients' work or living environments, consistent with their needs and capabilities.
* Lays out materials such as puzzles, scissors and eating utensils for use in therapy.
* Plans and implements programs and social activities to help residents/patients learn work or school skills and adjust to handicaps.
* Conducts training programs in occupational therapy techniques and objectives.
* Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITY:**

This job has no supervisory responsibility.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND / OR EXPERIENCE:**

* Education: Graduate of an accredited therapy program
* Experience: 3-5 years of related experience; or equivalent combination of education and experience

**SKILLS**

* Excellent verbal and written communication
* Monitoring
* Service orientation
* Active listening
* Critical thinking
* Judgment and decision making

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current Occupational Therapist state license

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Hearing: Adequate to perform job duties in person and over the phone.
* Speaking: Must be able to communicate clearly to patients in person and over the phone.
* Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens
* Other: Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 30 pounds of medical supplies and equipment and the transferring and repositioning of patients. Reasonable assistance may be requested when lifting, pushing, and/or pulling are undertaken which exceeds these minimum requirements. Must be able to withstand prolonged or considerable walking, standing, reaching, stooping, bending, kneeling or crouching.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounterswhile performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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