

**MENDOCINO COUNTY GOVERNMENT
CLASSIFICATION SPECIFICATION**

CLASS TITLE: OCCUPATIONAL THERAPIST
DEPARTMENT: Health & Human Services Agency – Public Health Branch
REPORTS TO: Sr. Program Manager or Supervising Therapist
CIVIL SERVICE: Yes

CLASS CODE: 4047
FLSA STATUS: NE
BARGAINING UNIT: SEIU
DATE: 11/05 Rev. 1/13

JOB SUMMARY:

Under general California Children's Services (CCS) administrative and medical supervision, provides professional occupational therapy services to children with physically disabling conditions including evaluating, planning, and providing occupational therapy treatments, and may assist with training of professional and non professional personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is licensed by the State of California as an Occupational Therapist to provide therapeutic services to physically disabled children.

SUPERVISION EXERCISED:

No supervision exercised. Assists in training professional and non professional personnel.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Evaluates physically disabled children to determine occupational therapy needs; establishes measurable therapy goals and objectives dealing with various orthopedic and neuro-muscular disorders.
- Establishes and monitors therapeutic exercise programs in conjunction with instruction to parents or care providers; may provide treatment using adaptive equipment for increased upper extremity functions.
- Teaches self-care activities with emphasis on muscle reeducation, relaxation, balance and coordination in such areas as communication, feeding, dressing, personal hygiene and other activities of daily living; instructs child through well directed activity to develop maximum functioning in fine motor skills and other movements involved in environmental control manipulation.
- Keeps records and prepares reports on patient's treatment and progress; observes children for contraindications to treatment; confers with physicians and other healthcare providers regarding progress of children.
- Assists with training of professional and nonprofessional staff.
- Develops, designs and constructs special equipment, including hand splints and other assistive devices.
- Discusses child's specific disability with parents and families; instructs them in the use of special equipment and a home treatment program; visits the child's home to evaluate home environment and home therapy program; provides instruction to parents in adaptation of home environment, if necessary.
- Arranges for pre-clinic and clinic examination of disabled children; assists in scheduling the children to be seen by the physician, setting up school rooms for the clinic, taking notes of the examinations and preparing any needed clinic forms.
- Collaborates with other professional staff as needed for maximum benefit to the child in reaching therapy goals and objectives.
- Provides evaluations and consultative services for staff of agencies involved in the care of physically disabled children, assists Public Health Nurses and other Public Health staff in identifying children in need of therapy services.
- Attends and participates in staff conference study groups, and parent and community meetings, orients interested individuals to the therapy program.
- Keeps informed of current trends and developments in therapy for disabled children and other related health disciplines.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office equipment
General medical measuring devices: Goniometer Stethoscope Blood pressure cuff
General tools for brace, splint and wheelchair repair

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Graduation from an accredited occupational therapist educational program with successful completion of the required therapist level field work OR: Completion of a recognized internship in providing therapy to physically disabled children is highly desirable. Experience in providing therapy to physically disabled children or in pediatrics program is desirable.

Licenses and Certifications:

Current California licensure as an Occupational Therapist
Possession of a valid California driver's license

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Modern theory, principles and methods of occupational therapy, especially as applied to physically disabled children. Proper use and operation of modern physical therapy equipment, including splinting and other assistive devices and their fabrication. Anatomy, physiology, neuro-muscular function and dysfunction, and kinesiology.
- Pathology and injuries, which result in physical impairment. Growth and development of children, including those with disabilities. Psychology and abnormal psychology.
- Principles of client/parent education.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines and follow up on assignments with a minimum of direction
- Handling difficult clients and dangerous situations
- Using tact, discretion, initiative and independent judgment within established guidelines when dealing with patients, staff and the public.
- Communicate clearly and effectively, both orally and in writing.
- Cope with working with disabled children and their families and to move children utilizing appropriate transfer techniques.

Mental and Physical Ability to:

- Understand and interpret physicians' orders and to adapt treatment programs to individual circumstances.
- Preparing clear and concise reports, correspondence, other written material, and keep clinical case records.
- Comply with common public health safety practices and procedures.
- Prepare and present oral and written reports
- Establish and maintain effective working relationships with fellow employees and the public
- Prepare technical and analytical reports.
- Use initiative and independent judgment within established procedural guidelines.
- While performing the essential functions of this job the employee is required to walk, sit, use hands to manipulate, handle or feel and/or lift, carry push, pull or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.