

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** OCCUPATIONAL THERAPIST  
**DEPARTMENT:** PUBLIC HEALTH  
**REPORTS TO:** SUPERVISING THERAPIST

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**CLASS CODE:** 47124  
**FLSA STATUS:** NE

**JOB SUMMARY AND DISTINGUISHING FEATURES**

Under supervision provides professional occupational therapy services to children with physically handicapped conditions including evaluating, planning, and providing occupational therapy treatments; assists in training and supervising professional and nonprofessional personnel, and does related work as required.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Evaluates physically handicapped 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 Supervising Therapist regarding progress of children.

Assists with training and supervision of professional and nonprofessional staff; assists the Supervising Therapist in preparing schedules; may assume the responsibility for the supervision of the therapy programs in the absence of the Supervising Therapist.

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 handicapped 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.

Cooperates 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 handicapped 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 handicapped children and other related health disciplines.

**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:**

**Registration:**

Registration with the National Registry of the American Occupational Therapy Association (AOTA) or eligibility for such registration by the time of employment.

**Education and Experience:**

Graduation from an accredited occupational therapist educational program with successful completion of the required therapist level field work OR:

Current registration as a Certified Occupational Therapy Assistant and four years of work experience as a Certified Occupational Therapy Assistant.

Successful completion of therapist-level field work comparable to that required for graduation from an accredited Occupational Therapist education program, be approved by the AOTA Committee, and ability to pass the certification examination of Occupational Therapist, Registered.

Completion of a recognized internship in providing therapy to physically handicapped children is highly desirable.

Any combination of training and experience which would provide an opportunity to acquire the required knowledge and abilities. Normally, two years of experience as an occupational therapist would provide such opportunity.

Experience in providing therapy to physically handicapped children or in a pediatrics program is desirable.

**Licenses and Certifications:**

Possession of a valid California driver's license at the appropriate level including necessary special endorsement, as required by the State of California to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern theory, principles and methods of occupational therapy, especially as applied to physically handicapped children.

Knowledge of the proper use and operation of modern physical therapy equipment, including splinting and other assistive devices and their fabrication.

Knowledge of anatomy, physiology, neuro-muscular function and dysfunction, and kinesiology.

Knowledge of pathology and injuries, which result in physical impairment.

Knowledge of growth and development of normal and handicapped children.

Knowledge of psychology and abnormal psychology.

Knowledge of the principles of training and supervision.

**Mental and Physical Abilities:**

Ability to understand and interpret physicians' orders and to adapt treatment programs to individual circumstances.

Ability to exercise tact and good judgment in dealing with patients, staff and the public.

Ability to keep clinical case records.

Ability to prepare and present oral and written reports.

Ability to comply with common public health safety practices and procedures.

Ability to cope with working with handicapped children and their families and to move children utilizing appropriate transfer techniques.

**Working Conditions:**

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and must occasionally lift and/or move children.

While performing the duties of this position, the employee works primarily indoors, and is rarely exposed to outside weather conditions.

The noise level while performing these duties is generally moderate.

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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 required 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.