

**JOB DESCRIPTION**  
**Occupational Therapist (OT)**

**JOB SUMMARY:**

An Occupational Therapist (OT) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Director of Clinical Services/Clinical Manager.

**QUALIFICATIONS:**

1. Graduate of an Occupational Therapy curriculum accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association and the American Occupational Therapy Association (AOTA) and/or certified by successfully completing the National Certification examination, or
2. Is eligible for the National Registration Examination of the American Occupational Therapy Association.
3. Currently licensed in the state(s) in which practicing, unless licensure does not apply.
4. Two (2) years' experience, preferred.

**RESPONSIBILITIES:**

1. Improves or minimizes residual physical disabilities of the patient.
2. Returns the individual to optimum and productive living within the patient's capabilities.
3. Periodically participates with all other home care personnel in patient care planning.
4. Provides prescribed occupational therapy.
5. Directs and supervises personnel as required.
6. Takes initial history and makes initial evaluation.
7. Performs all skilled procedures.
8. Consults with physicians regarding change in treatment.
9. Writes reports to physicians regarding patient's progress.
10. Instructs patients/family members in home programs and fine motor movement exercises.
11. An initial evaluation, including plan of care and goals, must be completed and submitted to the physician for approval. A recertification by physician every 60 days is necessary, if further treatment is to be continued. A progress note is written each visit. A reevaluation is written when expected duration of treatment is reached. A summary is written upon patient's discharge.
12. Periodically presents an inservice to the Agency staff.
13. Assists the physician in evaluating level of function.
14. Helps develop the plan of care and revises as necessary.
15. Prepares clinical and progress notes.
16. Advises and consults with the family and other Agency personnel.
17. Participates in inservice programs.
18. Participates in QAPI activities as assigned.

*Job Description – Occupational Therapist (OT) (continued)*

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: Director of Clinical Services/Clinical Manager
2. Workers Supervised: Certified Occupational Therapy Assistant and Home Health Aide as assigned

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an Occupational Therapist, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date

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Signature