



Career Service Authority
Senior Occupational Therapist

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GENERAL STATEMENT OF CLASS DUTIES

Organizes and conducts medically prescribed occupational therapy programs to facilitate rehabilitation of patients who are mentally and physically challenged by teaching them the skills and functions to restore, reinforce and enhance performance.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

By position, performs lead work

ESSENTIAL DUTIES

Directs and participates in treatment programs to restore patient functions using a variety of sensory psychological, motor, education, recreation and social activities.

Develops and conducts programs in occupational therapy for medical and nursing staff, and participates in formal in-service programs, as well as attending conferences and other related meetings. Assists in training staff and occupational therapy students.

Consults with other members of rehabilitation teams to select the most appropriate activity program for individual patients and/or therapy groups, based on patients' needs and capabilities.

Ensures the delivery of quality occupational therapy services for inpatients and outpatients by identifying patient needs and developing occupational therapy programs.

Teaches patients the skill and techniques required for participation in occupational therapy and evaluates patient progress, attitudes, and behaviors on an ongoing basis.

Maintains established departmental policies and procedures, objectives, treatment program documentation and referrals, patients charts, quality assurance program, safety, environmental and infection control standards.

Assist in training, scheduling, and checking the work of other employees.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Crouching: bending body downward and forward by bending legs.

Eye/hand/foot coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Standing: remaining on one's feet in an upright position.
Stooping: bending the body by bending spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.

Working Environment:

Exposed to infections and contagious disease.
Exposed to odors in kitchen and/or patient areas.
Exposed to patient elements.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries and illness)
Occasional pressure due to multiple calls and inquiries
Subject to burns and cuts
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations

Education Requirement:

Bachelor's Degree in Occupational Therapy

Experience Requirement:

Two years of professional experience in occupational therapy.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be licensed as an Occupational Therapist by the State of Colorado prior to completion of the probationary period.

By position, possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/95

ESTABLISHED BY: Janell Flaig

REVISED DATE: 12/6/09

REVISED BY: Blair Malloy

CLASS HISTORY 12/6/09: This class was revised, competencies and distinguishing characteristics added, and placed in new template.