

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
OCCUPATIONAL THERAPIST	29900
OCCUPATIONAL THERAPIST PROGRAM COORDINATOR	29908

Effective: 10-16-96

INTRODUCTION:

Occupational therapy considers the clients' sensory-motor, psycho-social, cognitive, communicative and cultural components needed to achieve the optimum level of mental and physical functioning. Following an assessment of the client's occupational therapy needs, based on physical skills and developmental levels, e.g., neurological, sensory, motor and psychological, a program encompassing structured activities, the use of adaptive equipment, splinting and developmental treatment techniques are employed with the therapeutic intent of increasing the client's range of motion, improvement of muscle strength, coordination and level of development, in addition to preparing the client for life in the community and working environment.

Occupational therapists serve as professional evaluators, planners and implementors. Clients are evaluated as to their level of ability and disability by gathering data through interviews, referral information, clinical observation and objective test results. In the planning phase, case goals are established and the specific treatments/methodologies are outlined. Once approved by the physician in charge, the therapist implements the habilitation/rehabilitation plan and initiates changes as deemed necessary upon analyzing the results and conferring with the physician.

Professional therapist positions whose primary objective is to provide socializing experiences, engendering socially acceptable habits through activities, increasing the client's avocation interests and encouraging normal behavior through the development and implementation of therapeutic recreation, should be classified in the Activity Therapist series.

OCCUPATIONAL THERAPIST POSITION CODE: 29900

DISTINGUISHING FEATURES OF WORK:

Initially, under direct supervision, provides direct occupational therapy treatments to assigned clients while becoming acquainted with the facility, its operations, techniques and equipment, and subsequently, under general supervision, utilizes structured activities, equipment and environmental settings to provide clients with specific treatment modalities designed to restore muscle strength, increase client's range of motion, increase psycho-social coping skills, improve muscle coordination and expose client to neurodevelopmental, and sensory-motor exercises; develops an occupational therapy treatment plan for an assigned caseload; assesses client's progress; maintains client treatment records; may direct aides, students and volunteers in carrying out individual/group therapy treatment programs; may assist a higher level therapist in maintaining treatment records and in providing in-service training to occupational therapy interns, aides and volunteers; may serve as a consultant, facility-wide and within the community, regarding occupational therapy issues, treatments, techniques and equipment.

## OCCUPATIONAL THERAPIST (Continued)

### ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as a member of a multidisciplinary treatment team in preparing, implementing and evaluating treatment plans for an assigned case load of clients whose lifestyle has been affected by congenital defects, developmental disabilities, physical disease processes and/or psycho-social dysfunctions; provides treatment, guidance and instruction to clients in individual and group settings, in successfully developing various skills needed to function in the home, school, community or working environment.
2. Observes and assesses client's performance and motivation in activities of daily living, sensory motor development and motor coordination activities by measuring client's developmental level, muscle strength, psycho-social abilities and sensory integrative functions. From a client assessment, develops an occupational therapy plan of treatment to include long range and short range goals, methods to achieve goals, anticipated outcomes, and the projected amounts, frequency and duration of services needed to meet the goals.
3. Conducts classes/therapeutic activities for clients to develop work habits, time structuring skills, independent living skills, neurodevelopmental functioning and to increase their coordination and mental development through activities such as: working on an electric typewriter, planning and preparing a meal, participating in a sensory motor program and other means of helping clients to build skills in relaying emotional needs through task assignments; e.g., at Illinois Children's School and Rehabilitation Center a program module has been established to instruct clients on how to plan, shop, store and prepare foods when living independently.
4. Maintains detailed case records and compiles written progress reports which include the type of therapy/treatment administered to clients and an evaluation of the results; reads and analyzes clinical documentation and assessment reports on clients as prepared by other professionals.
5. Communicates and consults with medical staff and others regarding client treatment and progress; participates in psychiatric, neurology, urology, orthopedic, ophthalmology and other special consultations in reference to occupational therapy problems facing an assigned client.
6. Recommends, designs, fabricates and maintains equipment and therapeutic devices designed to meet the needs of clients requiring occupational therapy; attends staff meetings to discuss the need and use of adaptive equipment, wheelchair modifications, splinting and positioning techniques; may adapt, construct and make minor repairs to equipment.
7. May provide guidance to aides, interns and volunteers in carrying out client treatment plans; may assist in orienting and instructing less experienced staff; may assist in screening educational films for training and developing staff in occupational therapy treatment methods; may assume responsibility for the facility occupational therapy program in the occasional absence of higher level Occupational Therapists.

## OCCUPATIONAL THERAPIST (Continued)

8. May provide consultative services to community based treatment and care facilities regarding the adequacy of occupational therapy services for clients.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school.

Requires licensure by the Illinois Department of Professional Regulation as an Occupational Therapist.

#### Knowledges, Skills and Abilities

Requires working knowledge of the theory and practices of physical, psycho-social and developmental habilitation/rehabilitation, and their application to situations of everyday living.

Requires working knowledge of the principles, practices and techniques of occupational therapy.

Requires working knowledge of the overall goals and objectives of the occupational therapy program.

Requires working knowledge of materials and equipment utilized in occupational therapy treatment, and their proper care and maintenance.

Requires working knowledge of departmental regulations, policies, and procedures.

Requires working knowledge of behavioral norms, physical abnormalities and deficiencies, and associated medical terminology.

Requires working knowledge of the muscular, skeletal and nervous systems.

Requires elementary knowledge of other disciplines functioning within the facility.

Requires ability to apply professional judgment in the performance of all occupational therapy procedures for client populations, including assessment and treatment methodologies.

Requires ability to work effectively and therapeutically with clients in individual and group settings.

Requires ability to maintain records, and write clear and concise reports of assessments done, treatments given, and the progress made.

Requires ability to review records of treatment plans, and draw conclusions as to their effectiveness.

Requires ability to maintain effective working relationships with clients, physicians, nursing personnel, aides, volunteers and other pertinent staff.

Requires ability to communicate effectively.

Requires ability to apply therapeutic concepts, principles and practices necessary to achieve the desired rehabilitation of clients.

Requires ability to adapt, adjust, operate and make minor repairs to occupational therapy equipment.

Requires ability to instruct program support staff in standardized occupational therapy techniques and practices.

OCCUPATIONAL THERAPIST PROGRAM COORDINATOR

POSITION CODE: 29908

**DISTINGUISHING FEATURES OF WORK:**

Under direction, functions as the chief of a facility-wide occupational therapy program, with overall responsibility and accountability for planning, developing, implementing and evaluating the program, and directing therapy aides, interns, volunteers/lower-level occupational therapists; or, functions as an intermediate level occupational therapist directing two or more full-time, lower-level occupational therapists in a facility necessitating a sizeable staff to meet the needs of the client population; or, functions as the clinical education coordinator of the facility's occupational therapy internship program, directing, instructing and evaluating a minimum of two college interns per year; assesses client's level of functioning and develops graduated treatment plans to meet those needs; evaluates client's progress/problems; compiles, prepares and reviews reports; plans, develops, coordinates and implements an in-service training program; advises multidisciplinary team members of occupational therapy treatments; monitors the maintenance, repair and purchase of equipment; serves as a consultant, facility-wide and within the community, regarding occupational therapy issues, treatments, techniques and equipment.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Plans, directs, coordinates and evaluates a facility-wide occupational therapy program, exercising overall responsibility for the program's implementation, and directing therapy aides, interns, volunteers/lower-level occupational therapists; develops written administrative and client care policies and procedures for each of the occupational therapy services provided; ensures that all treatments given are in compliance with federal, state and local laws and agency policy; may serve as the only occupational therapist at one or more facilities, overseeing the occupational therapy programs.
2. Functions as an intermediate level occupational therapist, directing two or more full-time, lower-level occupational therapists; administers occupational therapy to clients having such handicaps as: muscular dystrophy and cerebral palsy; may assume responsibility for the facility-wide occupational therapy program in the occasional absences of the Occupational Therapist Administrator.
3. Functions as the clinical education coordinator of Illinois Children's School and Rehabilitation Center's occupational therapy internship program; directs, instructs and evaluates interns; may designate lower-level therapists to provide direction and guidance to interns; develops and sets up training seminars; coordinates program with university personnel; schedules time frames so college students can observe occupational therapists administering treatment to clients; may assume responsibility for the facility-wide occupational therapy program in the occasional absences of the Occupational Therapist Administrator; carries a reduced caseload due to the time needed to coordinate the education program.

## OCCUPATIONAL THERAPIST PROGRAM COORDINATOR (Continued)

4. Observes and assesses client's performance and motivation in perceptual behavior, self-care and motor coordination activities by measuring client's muscle strength, psycho-social abilities and sensory integrative functions. From a client assessment, develops an occupational therapy plan of treatment to include long range and short range goals, methods to achieve goals, anticipated outcomes, and the projected amounts, frequency and duration of services needed to meet the goals.
5. Evaluates client's rehabilitative progress; designs and adapts tests for assessing client's level of development; develops individualized tests for specific client needs; schedules the time(s) clients are to participate in therapeutic activities.
6. Assumes responsibility for the physical maintenance and proper use of adaptive equipment and tools utilized, i.e., food preparation equipment, special eating utensils, sensory-motor treatment equipment and hygiene/grooming aids; instructs clients in manipulating light switches, door knobs, windows, water faucets and other equipment encountered in daily living.
7. Acts as a resource in the use of adaptive equipment or special techniques relating to self-care skills, mobility and independent living; consults with professionals in other disciplines to ensure coordination of services for individual clients; consults with colleagues regarding new therapy/treatment techniques; consults with families on the progress of clients receiving occupational therapy services.
8. Compiles and reviews reports; maintains records of the type of occupational therapy service administered, and the results obtained; reads and analyzes clinical affiliates documentation and assessment on clients; submits annual budget recommendations for the occupational therapy program, i.e., staff, equipment and supplies; obtains trial therapy materials when deemed feasible.
9. Attends and participates in facility-wide, multidisciplinary meetings; communicates the occupational therapy program's design, methods and results to interested institutional and community sources.
10. Conducts in-service training and workshops focusing on psycho-social, physical and developmental skill enhancement through occupational therapy methods; provides in-service training for occupational therapy staff in positioning and handling clients.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school.

Requires licensure by the Illinois Department of Professional Regulation as an Occupational Therapist.

Requires two years of professional experience as an occupational therapist.

## OCCUPATIONAL THERAPIST PROGRAM COORDINATOR (Continued)

### Knowledges, Skills and Abilities

Requires extensive knowledge of the theory and practices of physical, psycho-social and developmental habilitation/rehabilitation, and their application to situations of everyday living.

Requires extensive knowledge of the principles, practices and techniques of occupational therapy.

Requires extensive knowledge of the overall goals and objectives of the occupational therapy program.

Requires extensive knowledge of facility regulations, policies and procedures.

Requires working knowledge of materials and equipment utilized during occupational therapy treatments, and their proper care and maintenance.

Requires working knowledge of behavioral norms, physical abnormalities and deficiencies, and associated medical terminology.

Requires working knowledge of other disciplines functioning within the facility.

Requires working knowledge of the principles and methods of staff training.

Requires working knowledge of college and university procedures and policies relating to field work or internship programs.

Requires working knowledge of overall objectives and broad concepts of all specialties in the facility, as applied to the treatment, training or education of people, with severe multiple physical handicaps.

Requires ability to plan, organize and coordinate the occupational therapy program in a facility.

Requires ability to prepare a preliminary budget relative to operating the occupational therapy program.

Requires ability to evaluate the needs of the occupational therapy program.

Requires ability to plan, direct, coordinate and review the work of assigned staff.

Requires ability to instruct program support staff in standardized occupation therapy techniques and practices.

Requires ability to prepare and review treatment plans, and draw conclusions as to their effectiveness.

Requires ability to maintain records, and write clear and concise reports of assessments done, treatments given, and the progress made.

Requires ability to maintain effective working relationships with clients, physicians, nursing personnel, aides, volunteers and other therapists.

Requires ability to communicate effectively.

Requires ability to apply therapeutic concepts, principles and practices necessary to achieve the desired rehabilitation.

Requires ability to adapt, adjust, operate and make minor repairs to occupational therapy equipment.

Requires ability to work effectively and therapeutically with clients, in individual and group settings.

May require ability to plan, organize and coordinate a comprehensive clinical occupational therapy education program for college interns.