



OCCUPATIONAL THERAPIST

CHARACTERISTICS OF WORK:

This is professional work which involves planning and conducting an occupational therapy program in order to facilitate rehabilitation of patients. Duties include examining and evaluating patients, planning and implementing individual treatment programs, and recording progress made. General supervision is exercised over subordinates and is received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A degree from an accredited school of Occupational Therapy;

AND

Certification/Licensure:

Incumbent must be eligible for registration with the National Board of Certification for Occupational Therapy (NBCOT) and licensure with the Mississippi State Department of Health in Occupational Therapy.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Program Administration: Plans, administers, and coordinates occupational therapy programs in order to facilitate rehabilitation of patients.

Plans and administers training programs for the client in the use of self help devices. Coordinates occupational therapy program for each patient. Plans and writes discharge and home programs.

Examination and Evaluation: Examines patients, monitors progress, and evaluates outcomes; determines goals and strategies to achieve them.

Evaluates patients utilizing various techniques and assessment factors and compiles reports of findings. Monitors patient progress.

Teaching Others: Helps others learn through formal or informal methods and identifies training needs.

Administers training programs and demonstrates activities and exercises to aides; monitors aids in their compliance with the appropriate regime. Instructs patients' families in home program plan. Presents in-service lectures and demonstrations to staff. Presents lectures to parent groups and students in health related fields. Provides constructive feedback.

Customer Service: Works with clients/customers to assess their needs, provide assistance, resolve their problems, and satisfy their expectations.

Assesses client needs and implements treatment programs specific to the needs of each individual. Selects activities consistent with the needs and capabilities of patients. Ensures adequate and reliable service to clients.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates occupational therapy programs for patients; demonstrates activities and exercises to aides; monitors patients' progress; and informs physician of changes.
2. Plans and coordinates outside supportive service programs.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Analyzes and evaluates patients utilizing various techniques and assessment factors; compiles reports of evaluation findings.

Consults with staff members to select activities consistent with the needs and capabilities of patients.

Plans and administers treatment programs involving various physical activities, training in use of self-help devices and other training programs such as activities of daily living, homemaking, and perceptual training.

Maintains and updates records on patients' progress.

Informs physician and any other related staff of any change in patients' condition.

Plans and writes discharge programs; writes home programs in terms understandable to patients or family members; and instructs patients and family in home program plans.

Demonstrates activities and exercise to aides and monitors their compliance with the appropriate regime.

Rehabilitates patients according to his or her physical dysfunction.

Presents lectures to parent groups and students in health related fields; presents in-service lectures and demonstrations to staff.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.