



Institute on Aging

Helping Bay Area Seniors Live Independently

POSITION DESCRIPTION

POSITION TITLE: OCCUPATIONAL THERAPIST

REPORTING RESPONSIBILITY: Program Manager

PRIMARY RESPONSIBILITY: Provides and supervises occupational therapy treatment for participants.

PHYSICAL REQUIREMENTS:

- Ability to lift up to lift, transfer, push/pull, maneuver, and reposition 35 lbs.
- Ability to reach, bend and walk
- Five finger manipulation

ADDITIONAL REQUIREMENTS:

- Ability to comprehend complex written material and verbal instructions
- Ability to communicate and speak clearly in English

SPECIFIC RESPONSIBILITIES:

- Evaluates the functional capabilities of all new participants on the functional evaluation form; makes regular progress notes; reevaluates all participants as necessary and records the reevaluations.
- Establishes realistic treatment goals and sets up treatment plans for participants needing occupational therapy, including participants requiring swallowing assessment and treatment. Refers to other disciplines as indicated.
- Instructs and supervises the OT assistant or rehab aide in carrying out regular treatments.
- Instructs participant's relatives and attendants in relevant methods of care and treatment when necessary.
- Acts as a consultant and advisor to staff, advising on transportation, transfer techniques and relevant methods of occupational therapy treatment.
- Participates regularly in Intake and Assessment Team.
- Keeps written records of rehabilitation equipment used at center and assumes responsibility for loaned equipment; sees that equipment is always in good condition.
- Together with Program Director, nurse and physical therapist, plans for and orders new equipment needed in the Center or the participant's home.
- In conjunction with the physical therapist, is responsible for ordering, maintaining and name-labeling participants' mobility aids and other assistive devices.
- Performs occupational therapy evaluations and treatments in the day center, at clients' homes, and in contracted facilities as needed.

- Provides evening and weekend on-call coverage on a rotational basis.
- Fulfills all the administrative requirements, including keeping of statistical records using computerized system, participant records, reports, attendance at staff meetings, etc.
- Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the community.
- All other reasonably related jobs as assigned.

EDUCATION:

- Graduate of an accredited occupational therapy training program.
- Holder of current license from the California Board of Occupational Therapy.
- State certification in swallowing evaluation and treatment and in physical agent modalities preferred.
- Membership in Occupational Therapy Association and American Occupational Therapy Association preferred.
- Current recertification by National Board for Certification in Occupational Therapy preferred.

BACKGROUND AND EXPERIENCE

- Interest, demonstrated ability and experience in working with frail elders.
- Flexibility, initiative, imagination and resourcefulness.
- Ability to work in an interdisciplinary team.
- Computer literacy preferred.
- Language capability - Spanish or Chinese preferred.
- Interest and willingness to work in a multilingual, multicultural environment.

Institute on Aging reserves the right to revise job descriptions or work hours as required.

Print Name: _____

Signature: _____

Date: _____