

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 2041  
Grade: 19  
FLSA: Exempt

### Standard Job Description

Job Title  
Occupational Therapist I

Department  
Occupational Therapy/Physical  
Therapy/Language Speech & Hearing Services

#### Job Summary

Under the direction of the Assistant Director of Physical Therapy, the Occupational Therapist I (OTI) will provide the following services: evaluation and screening of patients who have been referred for evaluation and treatment; plans, organizes specialized treatments, treatment of complex patients with multiple diagnoses in the outpatient and inpatient divisions and supervision and training of staff and students as delegated. The OTI will have excellent written, verbal, and non-verbal communication skills with patients; patient's care givers, other healthcare professionals, students, and other professional affiliates.

#### Typical Duties

- 100% patient care. Interpretation of referrals and provision of Occupational/Physical Therapy services according to state licensure.
- Performs screenings, specialized assessments and treatments on complex patients with multiple medical diagnoses in the outpatient and inpatient divisions.
- Gathers, interprets and summarizes medical, evaluation and treatment information from a variety of sources into appropriate patient documentation according to department documentation policies.
- Makes developmental and/or age appropriate modifications in observation, evaluation and treatment methods/activities in order to evaluate/treat patients who may have difficult circumstances and multiple diagnoses.
- Orients, provides oversight, supervises and trains Certified Occupational Therapy Assistants (COTAs) and Occupational Therapist (OT) students.
- Utilizes appropriate handling, transferring positioning, body mechanics and treatment techniques while treating a wide variety of patients.
- Demonstrates excellent communication skills (verbal and non-verbal) when interacting with patients, caregivers and other health care professionals.
- Takes responsibility for workflow and assignments in various clinical areas providing coverage when other staff members are absent.
- May be given some extra responsibilities for the following areas: safety, quality improvement, BSIS, infection control, orderliness, protocols, clinical equipment standards, and competencies.
- Accurately records and maintains records, statistics, and schedules
- Demonstrates effective use of functional activities during OT evaluation and treatment.
- Must be flexible and take initiative when dealing with unexpected occurrences such as staff absences and fluctuating workload.
- Able to represent the department on special assignments/tasks.
- Maintains an appropriate patient volume and productivity record.
- Communicates with supervisor regarding activities, progress, problems etc.
- Positively supports and participates in Department professional activities.

### **Typical Duties continued**

- Demonstrates, problem solves, and consults on professional therapy skills with other staff giving rationale for these processes.
- Attends and contributes to interdisciplinary, hospital, and departmental meetings.
- Complies with all department, hospital, and regulatory agency policies, procedures, and guidelines.
- Assists with durable medical equipment, performing stock, inventory, and ordering of supplies based on departmental and patient needs.
- Assists to maintain work area and facility tidy, organized, presentable and clean.

### **Reporting Relationships**

Reports to the Assistant Director of Physical Therapy

### **Minimum Qualifications**

- Bachelor's Degree or higher in Occupational Therapy from an accredited college, university, or foreign equivalent as recognized by the State of Illinois for Occupational Therapy (OT) Licensure or degree confirmation
- Current Illinois Occupational Therapist License
- Must be certified as an Occupational Therapist with the National Board for Certification in Occupational Therapy (NBCOT)
- Must have a current CPR certification

### **Knowledge, Skills, Abilities and Other Characteristics**

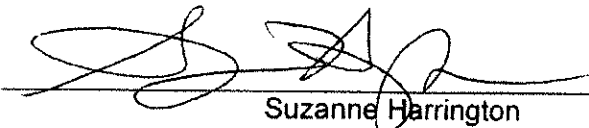
- Knowledge of current principles and practice of occupational therapy
- Possesses the knowledge of and recognizes the unique behaviors and needs of a variety of patient age groups (Neonate/Infant, Child, Adolescent, Adult, Geriatric)
- Ability to prepare precise technical records and reports
- Ability to communicate effectively with a wide variety of individuals
- Ability to physically assist with lifting and moving (i.e., transfers, gait training, bed mobility) persons of widely varying sizes and abilities repeatedly throughout the day
- Ability to work with patients with cognitive and behavioral disorders
- Ability to integrate knowledge into evaluation, care planning and treatment that incorporates age-appropriate responses to the physical and psychosocial needs of each patient
- Ability to maintain the confidentiality of patient related materials in compliance with HIPAA requirements

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**

Approval:  \_\_\_\_\_ 8/18/16  
Suzanne Harrington Date  
Assistant Director of Physical Therapy

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources