



Occupational Therapist

The Lifetime Vitality Services Mission

To approach life with intensity and vigor, with unwavering passion, with the courage to innovate and improve services for clients and our community, while boldly advocating for positive change in healthcare.

Qualities of a Vitalist

Adaptable, Agile, Flexible, Innovative, Passionate, Committed, Enthusiastic, Resourceful, Takes Initiative, Collaborative, Honesty, Integrity, Courageous, and most of all Caring for others.

Summary of Your Vitalist Position

The Staff Occupational Therapist assumes part and/or full-time clinical responsibilities in an assigned facility. This is a professional position with the primary responsibility of evaluation of patients and direct patient care. Additional duties of an administrative nature are to be performed and as assigned.

Qualifications

The Occupational Therapist must have: Bachelors and/or Master's Degree in Occupational Therapy, current state license, excellent oral and written communication skills, demonstrate competency in therapy treatment and evaluation principles, techniques, materials and equipment utilization and demonstrate knowledge of state and federal accreditation standards.

Duties and Responsibilities

Every effort has been made to keep your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

- Supervises Occupational Therapy Assistants and rehabilitation aides/extenders, as indicated by patient needs and state laws and discipline practice act.
- Assumes responsibility for the screening, evaluation and treatment of facility patients/residents needing Occupational Therapy services.

- Reviews medical information and conducts screenings prior to evaluations to determine patient need for services and ability to benefit from skilled services.
- Performs patient's evaluations under physician order and develops a treatment plan in accordance with patient's needs.
- Implements treatment plan through direct treatment, education of treatment staff and supervision of physical therapy staff.
- Maintains accurate billing information in accordance with facility procedures on a daily basis.
- Adheres to documentation requirements of Rehabilitation department and the facility.
- Acts as a clinical instructor for Occupational Therapy students who are engaged in their clinical internships.
- Assumes responsibility for continual professional growth and development, by participating in continuing education programs, and other appropriate learning experiences.
- Attends and participates in interdisciplinary meetings as appropriate to relay clinical findings and recommendations to other members of the rehab team.
- Attends and participates in family meetings as appropriate.
- Conducts staff training/education as appropriate via formal and informal in services and consultations.
- Reviews and follows the policies and procedures outlined by the facility and Rehabilitation, Inc.
- Practice Occupational Therapy consistent with state practice act, and the American Occupational Therapy Association Code of Ethics and Standards of Practice. Use the links below to access:
 - www.op.nysed.gov/prof/ot/otguidelines.htm
 - www.aota.org/Practice/Ethics/code-of-ethics.aspx
- Completes QA and other department projects as assigned by the Director of Rehab.

Team Dynamics:

- Effectively communicates with staff to accomplish goals and objectives.
- Creates a work atmosphere that promotes cooperation, respect, flexibility and teamwork amongst peers and staff.

Safety and Sanitation:

- Maintains infection control standards.
- Follows all established safety procedures and precautions when operating equipment.
- Reports equipment malfunctions or breakdowns to the program manager as soon as possible.
- Reports all unsafe/hazardous conditions to the program manager immediately.

Customer Service:

- Maintains an adequate liaison with families, residents, and patients.
- Demonstrates awareness, respect and concern for internal customers (coworkers) and external customers (i.e. patients, residents, families, physicians, referral sources)

Residents' Rights:

- Maintains CONFIDENTIALITY of all resident care information to assure resident rights are protected.
- Assures that the resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to wage complaints, are followed.

Attendance:

- Observes rules, policies, and regulations with regard to attendance, punctuality, appearance and professional attitude as established by the facility.
- Due to the nature of the industry, many of our programs offer seven (7) day a week services. Accordingly, you may be asked to work weekends as part of your scheduled workweek.
- You may on occasion be asked to provide coverage at a nearby skilled nursing facility due to staffing constraints and/or clinical needs.

Miscellaneous:

- Conforms to the HIPAA Compliance Program and applicable facility policies for patient privacy.
- Conforms to the facility's policies and procedures.
- Physical, Emotional, Cognitive and Sensory Requirements

Physical:

- Able to stand times (2) plus hours without interruptions or breaks.
- Able to push, pull, move, and or lift a minimum of 50 pounds to a minimum of 4 feet or carry 50 lbs. a minimum of 2 feet.
- Must be able to perform all patient transfers, (including stand pivot, 2 person, sliding board, Hoyer Lift, non-weight bearing) safely and effectively with or without mechanical devices.
- Must be able to sit, stand, bend, lift and move intermittently throughout the day.
- Must be able to assist with the evacuation of residents during emergency situations.
- Must pass Medical and Physical examination based on job qualifications, requirements, and duties/responsibilities.

Emotional:

- Must have the willingness to work with severely physically, emotionally, and cognitively compromised residents and patients.
- Must be able to take direction from registered therapist and other team members to promote patient treatment and safety.
- Must be willing to work in an environment with risk of personal injury, exposure to infectious waste/materials, infectious diseases, and odors.
- Must be able to cope with the emotional stress associated with working with patients, families, and coworkers.
- Must be able to work independently with periodic (daily or less) support and direction.

Cognitive:

- Must be alert and attentive to patients and work environment throughout day.
- Must be able to shift attention and task performance based on patient and facility requirements.
- Must be able to work in a distractible and stimulating environment.
- Must be able to read, understand, and comply with all facility-based policy procedures.
- Must have effective verbal and written communication skills.

Sensory:

- Must have visual, hearing and sensory skills adequate to preserve patient and personal safety.

The Employee must review this job description and if the individual requires reasonable accommodations to perform job duties safely and effectively, this should be brought to the facilities attention. All accommodations will be listed as an addendum to the job description.

Accommodations List:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Department: _____ **Reports to:** _____

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

