

**JOB DESCRIPTION**

**JOB TITLE:** Occupational Therapist  
**DEPARTMENT:** Rehab Services  
**SUPERVISOR:** Manager of Rehab Services

**JOB SUMMARY:** The staff Occupational Therapist functions under the general supervision of the Manager of Rehab Services. The staff Occupational Therapist assumes responsibility and accountability for a designated group of patients and provides occupational therapy evaluations, modalities, and treatments in accordance with established hospital and departmental policies and procedures, maintaining the highest degree of quality patient care. The staff Occupational Therapist also assumes responsibility and accountability for the care of those patients being treated by Occupational Therapist Assistants and may be assigned to orient staff and students and to assume the duties and responsibilities of the supervisor in the absence of that individual. The Occupational Therapist accurately assesses patient’s needs, identifies and initiates appropriate occupational therapy interventions, provides patient and family teaching, and works cooperatively with other patient team personnel in maintaining standards for professional occupational therapy practice and interdisciplinary teamwork. These functions are carried out according to hospital policy in accordance with the mission and vision of the hospital and consistent with the philosophy of the department. The Occupational Therapist participates in performance improvement and program development activities. Responsibilities include providing input into the budgetary planning process, contributing to cost effectiveness of services and programs provided by the department, communicating the employee’s observations and suggestions related to opportunities for improvement, and maintaining positive relations with all customers.

**I. JOB DUTIES:**

1. Provides patient care services to patients of all ages from neonate to geriatric including:
  - A. Performs patient assessment.
  - B. Establishes plan of care.
  - C. Assesses the effectiveness of treatment and modifies treatment to achieve goals.
  - D. Provides care in accordance with physician’s orders and established plan of care.
  - E. Assesses educational needs of the patient, family, caregiver or significant other and provides education to meet those needs.
  - F. Plans for discharge.
  - G. Communicates with patient, family, caregivers, significant other, and members of the healthcare team to promote maximum benefit of care.

2. Provides an environment conducive to safety for patients, visitors, and staff. Assesses the risks for safety and implements appropriate precautions. Complies with appropriate and approved safety standards.
3. Utilizes the appropriate leadership skills in delegating, organizing and educating coworkers, and staff. Coordinates and supervises appropriate levels of staff including interns, students and volunteers. Responds to department needs. Participates in and contributes to the quality improvement process for the department and the institution.
4. Demonstrates an understanding of treatment costs and financial support as they relate to quality and efficiency.
5. Performs other duties as assigned to support the overall effectiveness of the department.

**II. NECESSITY FOR INDEPENDENT ACTION:**

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices

**III. CONFIDENTIAL INFORMATION:**

1. Maintains confidentiality of all pertinent information to assure that employee, patient and visitor rights are protected.
2. Handles all information regarding the organization in a manner that assures strictest confidentiality is maintained at all times.

**IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:**

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.

**V. PHYSICAL DEMANDS:**

1. See the Rehab Services Department for the pre-work screen physical demands for this specific job.

**VI. ATTENDANCE AND ADHERENCE TO ORGANIZATIONAL POLICY:**

1. Responsible for being available based upon scheduled hours.
2. Available for “on-call” after hours.
3. Demonstrates behavior that fits with the organization’s Mission, Vision and Values.

**VII. QUALIFICATIONS:**

1. Has current licensure as an Occupational Therapist in the State of Minnesota.
2. Has BLS certification or ability to attain within six (6) months, and must maintain certification.
3. At least one year of experience in the care of patients in varied settings is desired.
4. Must be able to pass the essential functions/physical requirements of the job.
5. Demonstrates participation in and upholds Grand Itasca Clinic & Hospital’s Mission, Vision and Values.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

**Original copy must be filed in the Human Resources employee's personnel record.**