

**County of Humboldt Job Specification**  
**OCCUPATIONAL THERAPIST**  
**Classification 0553**  
**FLSA: Non-Exempt**



**DEFINITION**

Under direction, plans, performs, and directs occupational therapy services for children and young adults with qualifying medical diagnoses for the Medical Therapy Program; collaborates with physicians, physical therapists, parents, and other caregivers to develop and implement therapy plans to optimize the ability of clients to independently perform tasks of daily living; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This journey level class is responsible for independently providing medically necessary occupational therapy services to qualifying children and youth by developing individual treatment plans in collaboration with physicians, parents, and others to assist in their development. Positions in the classification rely on evidence-informed practice to determine the most appropriate therapeutic services for clients. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to provide therapeutic services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Evaluates the functional needs of children and youth who are at risk for or have chronic neurological or musculoskeletal conditions, using appropriate assessment tools including, but not limited to evaluation of neurological status, developmental milestones, fine motor skill attainment, and performance of daily living skills in home and community settings; explains results of evaluations to child/youth, families, and physicians.
- Develops evidence-based occupational therapy programs to assist a child's development and attainment of age-appropriate occupational performance skills; sets measurable functional goals in partnership with the client and family, as prescribed by California Children's Services (CSS) panel physicians.
- Adapts, modifies, and/or addresses environmental, occupational, and/or client factors to promote and improve meaningful occupational performance and participation in methods of accomplishing their daily living habits; helps them learn to feed themselves, use bathroom facilities, dress, bathe, write, play, and interact with their peers and adults in self-care, household tasks, recreational, prevocational/vocational and other activities.

- Engages clients in individual and group therapeutic activities tailored to meet their specific physical, cognitive, and psychosocial abilities to build skills toward achieving identified functional goals. Conducts individual and group sessions with particular emphasis on muscle reeducation involving reach, grasp, release, opposition, coordination, relaxation and balance.
- Determines need for and fit of adaptive equipment, such as wheelchairs, adaptive inserts, braces, and splints; provides adaptive equipment selection, fabrication, and maintenance. Makes on-site visits as needed to clients' homes and school placement to identify improvements in the physical setting that can be made to make a more adaptive environment for the client.
- Participates as a team member with other staff members, physicians, parents, physical therapists, speech therapists, nurses, social workers, school staff, and others to further a client's rehabilitation through the Medical Therapy Conference, the Individual Education Plan (IEP) and Individual Family Service Plan (IFSP) meetings in partnership with other agencies. Provides medically necessary occupational therapy developed in consultation and as prescribed by CCS paneled physicians.
- Able to articulate the physical and psychological objectives of occupational therapy treatments to other members of the client's care team.
- Assists in transition to adult care medical services, including occupational therapy services and services for durable medical equipment.
- Maintains accurate records and case notes; prepares treatment plans, correspondence, and other written materials.
- Attends and participates in professional group meetings and conferences; stays abreast of new trends and innovations in the field of occupational therapy; ensures application of current evidence-based practices in the evaluation and treatment of clients.
- Performs related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, objectives, and methods of occupational therapy treatment.
- Theory of mental and physical rehabilitation underlying the practice of occupational therapy.
- Neuro-muscular function and dysfunction, including skeletal and muscular anatomy.
- Fine motor and developmental standards and progressions.
- Cognitive, psychological, socioeconomic, and social factors that impact clients and their families.
- Use and care of special tools, prostheses, orthotics, and equipment.
- Federal, state, and local laws, regulations, and guidelines pertinent to the assigned area of responsibility.
- Recordkeeping principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Instruct and assist clients with therapeutic activities to optimize functional independence.
- Explain and interpret tests, diagnoses, objectives, and methods of occupational therapy to clients, parents, school personnel, and others.
- Collaborate with others to ensure continuity in the treatment and training of clients.
- Integrate occupational therapy activities with other medical and developmental programs.
- Prepare accurate and complete case notes, correspondence, reports, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Must be a graduate of an American Occupational Therapy Association (AOTA) or the Accreditation Council for Occupational Therapy education (AOTE) certified college or university; or other educational standards as set forth by the Occupational Therapy Board of the State of California.

**and**

Desirable Experience: One (1) year of credentialed experience performing occupational therapy with children including case management experience.

**Licenses and Certifications:**

- Must possess a valid license from the California Board of Occupational Therapy.

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office, out-patient, or clinic, setting; use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; standing in and walking between work areas is frequently required; frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information; possess the ability to lift, carry, push, and pull materials and objects up to 80 pounds with the use of proper equipment.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Employees work in an office, out-patient, or clinic environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).