

Cordova Community Medical Center
Job Description
Occupational Therapist

Job Title:	Occupational Therapist	Status:	Full-time
Supervisor:	Administrator/CEO	Pay Grade:	DOE
Department/Division:	Occupational Therapy	Classification:	Non-Exempt

POSITION SUMMARY

This position description describes the general expectations of the Staff Occupational Therapist; this is not intended to be a list inclusive of all the expectations of the staff member accepting this position.

The Occupational Therapist is responsible for the evaluation, planning, directing and administering of occupational therapy modalities of treatment as prescribed by a licensed physician. Administers treatments and occupational agents as prescribed by a referring physician in an effort to restore function and prevent disability following injury, disease or physical disability. Assists patients and residents to reach their maximum performance and level of functioning while learning to live within the limits of their capabilities.

ESSENTIAL RESPONSIBILITIES

- Completes patient and resident evaluation and plan of program care.
- Demonstrates competency in the performance of patient evaluations, cognitive, perceptual, sensory, motor coordination, prevocational function capacity, ADL, strength/range of motion, and home management assessments.
- Evaluates work fitness and job analysis with follow through to appropriate payer source.
- Interviews patient/family for program planning.
- Selects testing and analysis and formulates long and short term goals.
- Sets up and performs treatment plans.
- Performs discharge planning for home modifications, etc.
- Ages of patients served and age specific technology: Pediatric/early childhood; Adolescent; Adult; Geriatric.
- Completes daily and weekly progress and summary reports.
- Responsible for assisting in the ordering and maintenance of supplies.
- Maintains strict confidentiality regarding knowledge of all patient information (HIPAA), confidential staff and hospital business.
- Responsible for establishing and maintaining healthy interpersonal relationships with all staff members.
- Completes chart audits to ensure appropriate, timely documentation and completion of all charges.
- Reviews long term care records to ensure that alert charting is completed.
- Ensures that all daily, weekly, and monthly checklists and inventories are complete.
- Works with billing department for pre/prior authorization of admissions as needed.
- Contribute to the setting of standards and monitoring of measurable standards of care and be accountable for maintaining those standards.
- Follow all facility policy and procedures.
- Assist with identifying and reporting incidents and accidents
- Keep up to date with relevant clinical and professional developments in nursing

- Be knowledgeable regarding State and Federal regulations for critical access hospitals and long term care facilities.
- Perform other applicable tasks and duties as assigned.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: A valid Alaska state licence to practice as an Occupational Therapist.
Graduate of an accredited program with a BS, MA/MS in Occupational Therapy.

EXPERIENCE: Minimum (2) two years direct patient care in a variety of settings with a strong background in longterm care of geriatric patients.
Knowledge/experience with LTC RAI/MDS an asset

REQUIREMENTS: Professional, friendly and warm demeanor. Must be able to change focus given added demands and or new responsibilities. Excellent verbal and written communication skills and ability to work collaboratively as part of a team. This position requires the ability to perform basic computing skills such as email, word processing and spreadsheets. Must have a current CPR certification.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current in all immunizations
Must maintain a current BLS certification

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Occupational Therapist

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name