

JOB ANALYSIS

Job Title: Occupational Therapist Date: June 7, 2016
 Location/Department: Educational Support Services

Minimum Qualifications:

Bachelor's degree [BA] from 4-year college or university [5th year college or university program certificate preferred]. Current license by the Oregon Occupational Therapy Licensing Board. Preferably 2 years experience as an Occupational Therapist.

Additional qualifications include the ability to work well with others, focus on resolving conflicts, communicate fluently in English, verbally and in writing. Calculate figures and amounts, including discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to find problems, collect data, and draw conclusions. General knowledge of computer usage and ability to use word processing software.

Essential Duties/Functions:

Occupational Therapists cover Lane County and will travel to schools throughout the district and Lane County to provide services. The primary job duties require administration of occupational therapy services to assigned children and students in educational settings, including evaluations, direct therapy, consultation, and training to educational staff and families. In addition, Occupational Therapists act as consultants to districts and programs on issues such as physical disability, adapted equipment, and building access. The essential job duties and functions of an Occupational Therapist include but are not limited to:

- Assess students' fine and gross motor skills and functions to determine program eligibility and develop recommendations for occupational therapy, treatment, appropriate assistive device or curriculum access.
- Collaborate with groups or individuals to resolve issues and provide services in compliance with established guidelines.
- Consults with teachers, parents, and other personnel or outside professionals to provide requested information in developing plans for services when making recommendations or coordinating occupational therapy services with those other disciplines.
- Develop treatment plans, interventions, and/or educational materials from the IEP to remediate students' motor skill deficits.
- Directs the work of assigned COTAs and Educational Assistants to ensure that program objectives are achieved.
- Identify structural issues for purposes of removing barriers to students with physical limitations and instructs students and staff on medical/behavioral attributes, use of assistive devices, and/or implementation of plans for remediation of functional limitations.
- Interpret medical and academic reports ensuring that treatment/intervention plans are appropriate.
- Maintain files/records, including trainings, workshops, seminars, IEP, and team meetings.
- Prepare written materials for purposes of documenting activities, providing written reference, and/or conveying information, including activity logs, correspondence, treatment plans, evaluations, and reports.
- Exercises professional judgment to determine what service delivery model is appropriate to meet students' educational needs.
- Research resources and methods, including intervention and treatment techniques, adjustment tools, methods, and community resources to determine an appropriate approach for addressing students' functional goals.
- Respond to inquiries from parents, teachers, staff, and students to provide information and/or referral as appropriate.
- Screen students for the purposes of determining need for further individualized assessment.

Tools & Equipment Used:

Multiple pieces of adaptive equipment, therapy balls, chairs, walkers, toys, perception and self-care equipment, fine motor equipment, high-low tables, hoier lifts, computer and keyboard, mouse, and copy machine.

Hours per Day/Week 40-hour work week;
 Seasonal Work? No Yes Duration: 10-month contract

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting			X			1-2	2
Standing			X			.5-1	1-2
Walking			X			.5	4-6
Change Positions?				X			

Occupational therapists drive between schools throughout Lane County. They average two schools per day.

Lifting:

- <5 lbs
- 11-20 lbs
- 21-50 lbs
- 51-75 lbs
- 76 -100 lbs
- >100 lbs

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
			X	
		X		
	X			
X				
X				
X				

Occupational Therapists are lifting items in and out of their car on a daily basis. This includes adaptive equipment, therapy balls, et cetera. Occupational Therapists travel on average to two schools in a working day. Occupational Therapists will transfer students in and out of chairs and will enlist help from staff as needed.

Carrying:

- <5 lbs
- 11-20 lbs
- 21-50 lbs
- 51-75 lbs
- 76 -100 lbs
- >100 lbs

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
			X	
		X		
	X			
X				
X				
X				

Distances vary; however, Occupational Therapists do use carts as well.

Pushing/Pulling force to be exerted:

- 1-10 lbs
- 11-20 lbs
- 21-50 lbs
- 51-75 lbs
- 76 -100 lbs
- >100 lbs

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
			X	
		X		
	X			
X				
X				
X				

Once again, Occupational Therapists do use a cart as much as possible. The Occupational Therapist will also help rearrange furniture in the classroom and will push and pull on tables and chairs.

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/squat				X	
Kneel				X	
Crawl			X		
Walk-Level surface					X
Walk-Uneven surface			X		
Climb Steps		X			
Climb Ladder	X				
Work at heights	X				
Reach at or above 5 ft.		X			
Reach below 5 ft.					X
Use of Arms					X
Use of Wrist					X
Use of Hands					X
Grasping/squeezing					X
Operate foot controls				X	
Hearing					X
Vision					X
Talking					X
Writing					X

Mental Requirements:

An Occupational Therapist is required to perform multiple, highly complex, technical tasks with the need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments, operating equipment used in occupational therapy strategies, operating standard office equipment including pertinent computer software, and preparing and maintaining accurate records.

Environment: Inside **80** % of time Outside **20** % of time
Temperature Extremes Yes No Vibration Yes No
Works on or around moving machinery or mechanical parts Yes No

Personal Protective Equipment:

Boots Hardhat Gloves Glasses Hearing Other _____

The information provided in this description, including strength and physical requirements, is accurate to the best of my knowledge.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date

Prepared by: _____ Date: _____

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

Number of hours a day _____ Is overtime approved? ___ Yes ___ No

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature _____ Date _____