

## **SAINT JOHN'S COMMUNITIES JOB DESCRIPTION**

**JOB TITLE:** Occupational Therapist  
**REPORTS TO:** Director of Physical Wellness  
**STANDARD PRECAUTIONS** – Category 1  
**FLSA CATEGORY:** Non- Exempt – Hourly  
**JOB CODE:** 14-4.1

**JOB OBJECTIVE:** Provides treatment and evaluation upon physician referral according to the American Occupational Therapy Association and facility standards/procedures. Provides comprehensive management and treatment to clients to improve quality of life via assisting in the improvement of and/or the prevention of decline in functional ADL, motor ability, and cognitive skills. These skills may be impaired by disease, developmental delay, aging process, or trauma. Works with the wellness team to continuously assess the therapy needs of all residents and employees. Develop and execute programming or collaborate with the wellness team that both supports and challenges individuals to maintain or increase their wellness across all dimensions. Works together with all members of the community to uphold and further the mission, vision, principles, and values of Saint John's.

### **KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:**

1. Graduate of an accredited occupational therapy program or completion of the AOTA career mobility program, or graduate of a World Federation of Occupational Therapy WFOT-approved occupational therapy program; successful completion of a minimum of six months, Level II Fieldwork experience: successful completion of AOTA Certification Examination for Occupational Therapist-Registered. Current AOTA certification: licensed as an occupation therapist where required by state law.
2. Must have CPR/First Aid certifications or become certified in first 6 months of employment.
3. Must have effective verbal and written communications skills.
4. Must be proficient in Microsoft Office programs including at minimum Word, Excel and Outlook. Working knowledge of EHR systems is preferred.
5. Must have the ability to adapt to changing organization needs and work flexible client/resident scheduling capability to meet needs. Takes appropriate risks (actions) in responding to “customer’s needs”. Responds to changing needs without excessive need for set rules or procedures.
6. Must have excellent organization and verbal and written communication skills, be dependable, patient, and flexible. Ability to work effectively both independently and as part of a team with enthusiasm, initiative, and creativity.
7. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.

### **ESSENTIAL FUNCTIONS, DUTIES and ACCOUNTABILITIES:**

1. Evaluate and treat residents (75% of the time).
  - Secure/interpret physicians’ referral before initiating an evaluation or treatment to understand fully the prescribed treatment.
  - Evaluate/review resident’s status to determine therapy need and to effectively plan/implement a treatment program.
  - Develop/implement treatment plans to provide resident with appropriate plan of therapy care.
  - Record/document evaluation and progress according to Saint John’s and departmental quality indicators, protocols and generally accepted standards of practice.
2. Participate in resident/family education.
  - Provide/give support to residents and significant others establishing a rapport to counsel residents and significant others concerning the condition and treatment of the resident.
3. Communicate/collaborate with interdisciplinary team members, staff, and community members in order to enhance coordination of service provided and to act as a consultant.

4. Participate in staffing/discharge planning.
  5. Regularly screen residents not currently on caseload to determine potential benefit of therapy intervention.
  6. Provide staff education/in-services.
  7. Attend committee meetings.
  8. Respond with tact and proper conduct when dealing with residents, the public, families, physicians, and fellow employees.
  9. Assure a safe environment and reduces risks for residents, staff, and visitors.
  10. Assist in the development and implementation of department policies and programs.
  11. Work/perform efficiently and effectively supporting Saint John's and departmental goals in order to provide quality care in a cost-effective manner.
  12. Maintain/develop a high level of skills and competency in the field of physical therapy in order to incorporate new skills and technology into the duties of this positions.
  13. Assures that all resident/client rights are always maintained. Reports any violations or suspected deviations immediately, according to Saint John's policy.
  14. Maintains confidentiality of all department and organizational information.
  15. Knows and follows existing lines of communication and authority.\
  16. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
  17. Attends in-services, meetings, seminars as required and changes schedule or works overtime to meet the needs of the residents.
1. Ability to conduct and interpret appropriate occupational therapy assessments and standardized test in accordance with current best practice standards.
  2. Develop, collaborate with, and lead therapeutic classes consistent with appropriate jobholder profession and/or experience that meet various resident and employee interests as needed or requested in the wellness department.
  3. Monitors and follows procedures to maintain the Saint John's facilities safety, cleanliness, and excellent appearance.
  4. Monitor and clean or arrange for cleaning of all exercise equipment as needed in the department.
  5. Assures that resident/employee rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
  6. Ability to maintain a person-first focus, treating others with respect and integrity.

### **Personal/Professional Integrity and Responsibility**

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff. Each person is to be known as an individual who can and does make a difference. We nurture the spirit as well as the mind and body. We promote growth and development for all and, we create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

### **WORK SETTING/ENVIRONMENT:**

Work is performed indoors in well-lighted and clean office with some exposure to dust. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees. Will have exposure to swimming pool environment where room temperature is 90 degrees and pool temperature is 87 degrees.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and

vibration. The employee is potentially exposed to some infectious diseases (TB, Herpes, Hepatitis B). There is also potential for exposure to blood and body fluid secretion. The noise level in the work environment is usually minimal to moderate.

**EQUIPMENT USED:**

Exercise equipment, computer terminals, printers, copy machine, telephones, and fax. While performing the duties of this job, the employee frequently uses treatment tools including hydrocollator, stove, paraffin, TNS, ultrasound, and E-Stim. Other equipment the jobholder may operate include elevator, microwave, and Fire extinguisher.

Protective Clothing/equipment required: The employee is required to wear nonslip/closed footwear. The employee is required to wear gloves and masks when appropriate.

**PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

**Physical Strength:** Must be able to continuously push/pull objects weighing over 10 pounds and occasionally over 50 pounds. Must be able to safely demonstrate fitness/therapy equipment which may involve resistance equipment as well as treadmill, elliptical, pullies, and stationary bike.

**Manual Dexterity:** Must be able to continuously use hands, arms for moderately manipulations demonstrating fitness/therapy equipment.

**Coordination:** Must be able to continuously perform tasks which require action of muscles and groups of muscles, hand-eye coordination, and steadiness of motion.

**Mobility:** Must be able to continuously stand and walk; frequently sit, occasionally squat, bend to floor, reach over shoulder, kneel, twist, sit, stand and remain in uncomfortable positions for prolonged periods.

**Speech:** Must be able to continuously speak clearly and make self understood in person and on the phone.

**Emotional Stability:** Must be able to frequently deal with stress created by multiple tasks, deadlines and interruptions.

**Vision:** Must be able to continuously see objects and distinguish colors for reading computer monitor and safely handle equipment and safety of others.

**Hearing:** Must be able to continuously hear normal sounds and voices with some background noise in order to respond to emergencies.

**Concentration:** Must be able to continuously concentrate on fine detail with frequent interruptions.

**Attention Span:** Must be able to continuously attend to tasks for more than an hour at a time.

**Conceptualization:** Must be able to continuously understand and relate to theories behind several related concepts.

**Memory:** Must be able to continuously remember verbal and written assignments given at beginning of a period extending over long periods of time.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:** Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary, and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
  2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
  3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature

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Supervisor Signature

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Revised 01/2021