

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES
POSITION DESCRIPTION**

| <i>Position Title</i> | <i>Title Code(s)</i> | <i>Effective</i> | <i>Reissued</i> | <i>Revision</i> |
|---|----------------------|------------------|-----------------|-----------------|
| Senior Associate Occupational Therapist Level I | 965810 | 6/6/88 | 7/23/97 | |
| Level II | 965820 | | | |

Purpose of Position:

Performs complex activity of a higher professional level in the practice of occupational therapy, including patient evaluation and treatment, and program planning and implementation. Provides specialized activities to aid patients in mastering the skills necessary to perform daily tasks at home, work, school, and in the community, and to cope with long term disabilities. May be responsible for the supervision of Staff Occupational Therapists and Assistants, coordinating the development, implementation, and evaluation of new programs, policies, and procedures of an occupational therapy unit; performs related work.

There are two assignment levels to differentiate the complexity, responsibility, and scope of assignment in clinical practice and/or the level of supervision.

Examples of Typical Tasks:

Level I

Under general supervision, with latitude for the exercise of independent judgement, performs the following tasks:

1. Evaluates and treats complex conditions of patients to identify problems and needs. Formulates and implements appropriate treatment plans. Sets priorities and delivers or directs care to meet patient requirements.
2. Ensures that treatment precautions are taken in the implementation of the patient regimen, e.g., cardiac conditions, osteoporoses, multiple sclerosis, burns, cardio-pulmonary disease, spinal cord injuries.
3. Orders, fabricates, fits, tests, and modifies customized personal equipment such as splints, lapboards, wheelchairs, etc.
4. Collaborates with health professionals from other disciplines such as physical therapy, speech and audiology, psychology, social work, etc. in the treatment and discharge planning of assigned patients.

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Examples of Typical Tasks: (cont.)

5. Maintains adequate level of supplies and materials and ensures proper functioning of equipment.
6. Participates in meetings on a clinical, departmental, interdisciplinary, or other basis.
7. Participates in implementing and ensuring the maintenance of proper standards of occupational therapy practice. Reviews clinical case records for accuracy and completeness.
8. Provides teaching, guidance, and direction to less experienced therapists in rendering care; acts as a role model or team leader.
9. Guides support staff in rendering routine patient care.
10. Assists in the preparation and implementation of training and educational activities for departmental staff and others.
11. Evaluates student performance and provides oral and written reports and guidance for improvement.
12. Assists in the design of new therapy programs.
13. Participates in classes, conferences, and workshops and keeps staff up to date on recent developments in one or more clinical specialties in rehabilitation such as pediatrics, geriatrics, psychiatry, computer technology, biofeedback, prosthetics, hands, sensory integration, neurodevelopmental training, etc.
14. Prepares and submits reports and statistics on a regular and timely basis. Prepares records according to departmental procedures.

Level II

Under general supervision, with wide latitude for independent judgement, an employee at this higher level of expertise performs some of the major duties of Level I and, in addition, may perform the following tasks:

1. Manages clinical services in an occupational therapy unit.
2. Performs clinical supervision by observing the delivery of treatment, by reviewing treatment plans, and by making recommendations to effectuate patient progress.

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Examples of Typical Tasks: (cont.)

3. **Assigns staff in accordance with patient needs and skill level of staff.**
4. **Clarifies, interprets, and implements physicians' orders and consults with physicians' to update orders to report on the progress of patients.**
5. **Orients health care professionals regarding departmental policies, procedures, and practices.**
6. **Evaluates staff performance and provides oral and written reports and guidance for improvement for the unit.**
7. **May act as a coordinator of activities in one or more clinical specialties such as pediatrics, geriatrics, psychiatry, computer technology, biofeedback, prosthetics, hands, sensory integration, neurodevelopmental training, etc. Trains staff in these fields. Conducts clinics based on advanced knowledge in the area(s) of specialization.**
8. **Coordinates student program. Maintains communication with schools and oversees student supervision.**
9. **Plans, develops, and implements procedures which facilitate communication and cooperation among therapy units and other hospital units and departments.**
10. **Implements new therapy programs. Participates in the preparation of treatment protocols.**

Qualification Requirements:

1. **A baccalaureate degree from an accredited college with a major in occupational therapy approved by the American Occupational Therapy Association and two years of full-time experience administering occupational therapy under professional supervision; or**
2. **A combination of the education and/or experience described above which is equivalent to requirement "1". However, all candidates must have a minimum of one year experience as described above and a baccalaureate degree.**
3. **All candidates will be required to have a valid Occupational Therapy License and current registration issued by the New York State Department of Education.**

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Qualification Requirements: (cont.)

4. For assignment to Level II, all of the above with one year of additional experience, or a Masters Degree in Occupational Therapy or a directly related discipline.

Direct Line of Promotion:

From: Occupational Therapist

**To: Supervising Therapist
(Occupational Therapy)**