

MARION COUNTY JOB DESCRIPTION

Position Title: PHYSICAL/OCCUPATIONAL THERAPIST	Class Code 7291
Department: District Wide	
Reports To: Director of Special Education	
Approved By: Marion County Board of Education	Date: June 2010

SUMMARY: Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; provide physical and occupational therapy to eligible individuals; supervise and coordinate the activities of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develop, disseminate and evaluate programs and procedures for physical and occupational therapy and assessment; review therapy goals and plans for each individual, make recommendations and adjust as appropriate.
- Supervise and coordinate the activities of assigned staff; provide overall supervision of the physical and occupational therapy program.
- Research, evaluate and interpret data and other information regarding the effectiveness of the physical and occupational program and submit periodic reports as requested.
- Prepare written evaluations, maintain records and prepare reports concerning individual clients; review medical and therapy reports to assure compliance with established laws, regulations and procedures.
- Communicate with agencies, schools and other organizations to coordinate communication and services; contact vendors concerning supplies and equipment for clinic and office needs; coordinate physical and occupational therapy referral and record systems.
- Prepare the physical and occupational budget; monitor and control expenditures.
- Operate a variety of therapeutic equipment; train others in the use of therapeutic equipment as necessary; maintain equipment in proper working condition.
- Remain current concerning technological advances and other matters concerning physical and occupational therapy; attend and participate in seminars, workshops and conferences; provide in-service training to physical and occupational therapy staff.
- Operate office equipment.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of physical and occupational therapy.
- Laws and regulations concerning medical records and therapeutic services.
- Neurology, anatomy, neuroanatomy and physiology.
- Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.
- Methods, materials and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with client's specific activities.
- Oral and written communication skills.
- Public speaking techniques.
- Research techniques.
- Record-keeping techniques.
- Principles of training and supervising staff.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- CPR.

ABILITY TO:

- Provide physical and occupational therapy to eligible individuals.
- Determine and evaluate treatment.
- Plan, prepare and make oral presentations.
- Communicate effectively with families of handicapped individuals.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Monitor and evaluate equipment needs.
- Prepare written evaluations and review medical and therapy reports.
- Train and supervise others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Lift heavy objects.
- Operate office and therapeutic equipment.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Perform CPR as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Any combination equivalent to: graduation from an accredited program in physical or occupational therapy and two years experience working in pediatric, physical or occupational therapy.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Physical or Occupational license issued by the State of Kentucky.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions staff or students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee must have the ability to visit various buildings in the district. The employee must

occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is occasionally responsible for the safety, well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName: OT/PT 7291