



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, FL 33442  
(954) 596-4977

**Occupational Therapist Job Description**

- Alter treatment programs to obtain better results if treatment is not having the intended effect.
- Assemble, clean, and maintain equipment and materials for patient use.
- Design, fabricate, and repair assistive devices and make adaptive changes to equipment and environments.
- Demonstrate therapy techniques, such as manual and creative arts, and games.
- Evaluate the daily living skills and capacities of physically, developmentally or emotionally disabled clients.
- Implement, or assist occupational therapists with implementing, treatment plans designed to help clients function independently.
- Instruct, or assist in instructing, patients and families in home programs, basic living skills, and the care and use of adaptive equipment.
- Monitor patients' performance in therapy activities, providing encouragement.
- Observe and record patients' progress, attitudes, and behavior, and maintain this information in client records.
- Order any needed educational or treatment supplies.
- Report to supervisors, verbally or in writing, on patients' progress, attitudes and behavior.
- Select therapy activities to fit patients' needs and capabilities.
- Work under the direction of occupational therapists to plan, implement and administer educational, vocational, and recreational programs that restore and enhance performance in individuals with functional impairments.
- Assist educational specialists or clinical psychologists in administering situational or diagnostic tests to measure client's abilities or progress.
- Aid patients in dressing and grooming themselves.
- Maintain and promote a positive attitude toward clients and their treatment programs.
- Perform clerical duties such as scheduling appointments, collecting data, and documenting health insurance billings.
- Teach patients how to deal constructively with their emotions.
- Transport patients to and from the occupational therapy work area.

**Required Knowledge:**

**Therapy and Counseling** -- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

**Employee Initials** \_\_\_\_\_



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, FL 33442  
(954) 596-4977

**Education and Training** -- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Medicine and Dentistry** -- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Skills Required:**

**Service Orientation** -- Actively looking for ways to help people.

**Instructing** -- Teaching others how to do something.

**Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.

**Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** -- Talking to others to convey information effectively.

**Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.

**Technology Design** -- Generating or adapting equipment and technology to serve user needs.

**Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.

**Abilities Required:**

**Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.

**Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Written Comprehension** -- The ability to read and understand information and ideas presented in writing.

**Job Activities:**

**Assisting and Caring for Others** -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

**Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Training and Teaching Others** -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

**Employee Initials** \_\_\_\_\_



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, FL 33442  
(954) 596-4977

**Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

**Establishing and Maintaining Interpersonal Relationships** -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

**Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.

**Analyzing Data or Information** -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

**Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Initials \_\_\_\_\_