



Wallowa County Health Care District

JOB TITLE: Occupational Therapist

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Physical Therapy

DATE: February, 2021

REPORTS TO: Physical Therapy Administrative Director

APPROVED BY: Physical Therapy Supervisor

JOB SUMMARY:

Functions primarily in planning, providing and evaluating skilled occupational therapy care. The Occupational Therapist works under the physician's direction using initiative to implement the plan and utilize all available resources.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the physician in the evaluation, diagnosis and prognosis of patient by applying muscle, nerve, joint and functional ability testing. Develops the occupational therapy treatment plan based on these results and revises as necessary.
- Treats patients to relieve pain, develop or restore function to optimal ability, using physical means, such as exercise, massage, heat, cold, water, light and electric, for example:
- Directs and aids patients in active and passive exercises, muscle re-education, activities of daily living, transfer activities, functional training, prosthetic training, safety and education.
- Makes use of equipment such as iontophoresis, TENS, electrical stimulation machines, paraffin bath, and ultrasonic machines.
- Gives contrast baths and applies moist heat packs, cold packs.
- Arranges for the provision of an outpatient basis for services which cannot be given in the patient's home which involve the use of equipment which cannot be made readily available in the patient's home.
- Observes records and reports to the physician the patient's reaction to treatment and any changes in the patient's condition. Consults Home Health RN or Director as necessary for other health problems when seeing Home Health patients.
- Maintains a safe environment for patients, guests and staff.
- Adheres to regulations set by Occupational Therapy Licensing Board in the State of Oregon.
- Provides education for safe and effective participation in I/ADL's implementing adaptations and modifications when appropriate.
- Demonstrates effective communication skills and maintains good relationships with colleagues, medical staff, patients and guests.
- Assists the physician in developing the plan of care for the patient. Re-evaluates the patient's needs and reviews the care plan at least once per month in conference with the nursing staff and other disciplines as appropriate.
- Instructs patients in care and use of DME/AE as appropriate.



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- Informs family on patient's therapy program when applicable and provides caregiver training when appropriate.
- Evaluates the home for safety features and the need for appliances which could aid in self-care.
- Attends regular in-service programs relating to professional and managerial development. Contributes to the development and the periodic evaluation of the in-service program.
- Prepares clinical notes, progress notes, summary reports (recertification), and discharge summaries per departmental requirements in a timely fashion.
- Is responsible for their continuing education requirements for license.
- Participates in case conferences.
- Orders and discontinues rental equipment.
- Supervises the occupational therapy assistant as required when seeing Home Health patients.
- Participates in Quality Assurance projects pertaining to occupational therapy patients.
- Treat patients in a variety of settings including inpatient, outpatient and Home Health.
- Follows the Occupational Therapy Code of Conduct set forth by the American Occupational Therapy Association

QUALIFICATIONS & EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty competently.

- Graduate from an Occupational Therapist Educational program with a Master's or Doctoral degree. (Prior to approximately the 1990's, one graduated with a Bachelor's degree in Occupational Therapy)
- A license from the Oregon Occupational Therapist Licensing Board is required annually.
- An Occupational Therapist in Oregon is required to complete 30 hours of continuing education every two years.
- Current CPR certification required.
- Current Driver's License
- Must have dependable transportation with insurance coverage

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- 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.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.



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- 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.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Instructing — Teaching others how to do something.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that 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.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date

ADA – PHYSICAL ACTIVITY REQUIREMENTS

Position Assessed: OCCUPATIONAL THERAPIST Date Completed: 05/02/2017

Form Completed By: AARON GRAY Title: PHYSICAL THERAPY DIRECTOR

Check the applicable physical demands listed. Think of the frequency of the demands in terms of how often each is done in a normal 8 hour work day.

PHYSICAL ACTIVITY DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33-66%	CONTINUOUSLY 66 TO 100%
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Hands/Wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Motions Using Feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING OR CARRYING DEMANDS	NEVER 0%	REGULARLY UP TO 33%	FREQUENTLY 33 TO 66 %	CONTINUOUSLY 66 TO 100%
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADA – MENTAL ACTIVITY REQUIREMENTS

Position Being Accessed: OCCUPATIONAL THERAPIST Date Form Completed: 05/02/2017

Form Completed By: AARON GRAY Title: PHYSICAL THERAPY DIRECTOR

Check the applicable mental demands listed. Consider the level of complexity as well as the frequency of the demand of how often each is done during an average work day (if never, leave box blank).

How often (frequently) does the demand occur: Regularly (R) up to 33%, Frequently (F) from 33-66%, or Continuously (C) 66%+.

Interpersonal Interactions – Frequency C 66% +

- ☐ Simple – such as basic information exchange, etc.
- ☒ Moderate – such as providing work direction or instructions (usually one-on-one), etc.
- ☐ Complex – such as coaching, negotiating, selling, making group presentations, etc.

Supervision – Frequency R Up to 33%

- ☒ Simple – provides basic work direction and support to small groups (up to 15) of usually skilled and semi-skilled employees.
- ☐ Moderate – has limited supervisory responsibility for small to medium groups (up to 15) of usually skilled and semi-skilled employees.
- ☐ Complex – has full supervisory responsibility for medium to large groups (16 or more) of usually skilled and highly skilled employees.

Problem-Solving – Frequency F from 33-66%

- ☐ Simple – under general supervision, solves problems for self. Complex problems are referred to supervisor.
- ☒ Moderate – under limited supervision, anticipates and solves problems for self, and other lower level/same level employees within and outside own department.
- ☐ Complex – with little/no supervision or direction, anticipates and solves problems for self and others at all levels of the organization.

Analyzing/Evaluation – Frequency R Up to 33%

- ☐ Simple – under direction, examines basic information and/or situations and prepares summaries or draws conclusions for evaluation by others.
- ☒ Moderate – under general direction, examines moderately complex information and/or situations and prepares summary, including recommendation for review by others.
- ☐ Complex – independently examines complex information and/or situations, evaluates potential impact, options, and makes recommendations.

Decision-Making – Frequency R Up to 33%

- ☒ Simple – majority of decisions are made utilizing established policies and procedures, and concern self and/or work responsibilities only.
- ☐ Moderate – most decisions are made within company policy constraints, and some latitude exists. Decisions may impact others or the organization
- ☐ Complex – decisions are guided by precedent and interpretation of applicable laws, etc. Decisions have a significant impact on others and the organizations.

Equipment Operation – Frequency F from 33-66%

- ☐ Simple – operates simple equipment such as telephone, copy machine, simple hand tools, facsimile machine.
- ☒ Moderate – operates somewhat complex equipment, often requiring education/training, including computer hardware/software, switchboard, and pallet jack/forklift.
- ☐ Complex – operates complex equipment/machinery requiring extensive training and in-depth understanding of various applications, etc.

Discretion/Confidentiality – Frequency C 66% +

- ☐ Simple – work responsibilities seldom concern confidential and/or sensitive information.
- ☐ Moderate – work responsibilities occasionally concern confidential and/or sensitive information requiring the use of discretion.
- ☒ Complex – work responsibilities frequently concern confidential and/or sensitive information requiring the use of discretion at all times.

Math Skills – Frequency R Up to 33%

- ☐ Simple – ability to perform basic math computations including addition, subtraction, multiplication, and division.
- ☒ Moderate – ability to calculate percentages, work with fractional numbers, and perform simple algebra.
- ☐ Complex – ability to perform extrapolation and analysis, using advanced math calculations.

Teamwork – Frequency F from 33-66%

- ☐ Simple – majority of work is performed independently, seldom requiring the use of teamwork or cooperation.
- ☒ Moderate – teamwork and cooperation are required approximately 50% of the time in order to successfully complete job duties.
- ☐ Complex – teamwork and cooperation are essential to the successful completion of own and others job duties.

Read/Write/Speak English – Frequency C 66% +

- ☐ Simple – ability to understand and follow basic verbal instructions and respond understandably.
- ☒ Moderate – ability to understand and follow somewhat complex verbal and written instructions. Ability to communicate effectively with others, both verbally and in writing.
- ☐ Complex – ability to perform complex verbal and written communication face-to-face and in group settings.

Creativity – Frequency R Up to 33%

- ☐ Simple – job duties are regular and recurring and seldom require conceptualizing, planning or implementing.
- ☒ Moderate – job duties are somewhat varied, occasionally requiring conceptualizing, planning and implementing.
- ☐ Complex – job duties are widely diverse, and frequently require conceptualizing, planning and implementing.

Task Handling – Frequency F from 33-66%

- ☐ Simple – job duties are repetitive and recurring and focus on a single task, seldom requiring attention to other areas/duties.
- ☒ Moderate – job duties tend to be recurring, but occasionally require attention to and/or coordination of concurrent job duties.
- ☐ Complex – job duties are widely varied, and frequently require attention to and/or coordination of concurrent job duties.