State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. OCCUPTHEA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Center for Forensic Psychiatry
4. Civil Service Position Code Description Occupational Therapist-E	**10. Division** Activity Services Division
5. Working Title (What the agency calls the position) Occupational Therapist	**11. Section**
6. Name and Position Code Description of Direct Supervisor ; ACTIVITIES THERAPY MANAGER-2	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KOUBA, RENEE M; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** 303 Platt Road Saline, MI 48176 / 40 hours per week as assigned

14. General Summary of Function/Purpose of Position

This position functions as an Occupational Therapist assessing functional skills by using task related functions to assess and develop specific treatment options for each patient, using knowledge of the principles and practices of occupational therapy. Therapeutic programs are based on identified individualized patient needs. The Occupational Therapist works with other Rehabilitation Services staff to provide a variety of therapeutic activity programs. The Occupational Therapist is primarily scheduled to work on treatment units, and, at times, the centralized program area called Main Street. The Occupational Therapist works as part of an interdisciplinary team and is a treatment team member for their assigned unit.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **50**

Provide occupational therapy to persons in a maximum-security mental health setting.

Individual tasks related to the duty:

- Plans, adapts and implements occupational therapy groups such as task skills/ADL's/vocational therapy/physical rehab to meet the needs of each patient scheduled for programming
- Schedules programs in cooperation with other Rehabilitation services, professional and institutional staff
- Identifies and requests supplies and equipment which are necessary for the program
- Instructs and trains patients in activities to address their psychiatric needs
- Interacts with patients in a therapeutic manner
- Maintains program areas and equipment in a safe and secure manner
- Participates in performance improvement activities as assigned to improve patient care
- Provides daily coverage, as needed

Duty 2

General Summary: **Percentage:** **15**

Assessment of the functional skills of CFP patients.

Individual tasks related to the duty:

- Individual and group assessment utilizing observation of task performance and interview
- Confers with treatment team regarding the needs of patients and treatment planning; makes treatment recommendations
- Determines and reviews treatment goals in relation to Rehabilitation Services programs
- Continually evaluates current occupational therapy programs to ensure groups are consistent and relevant to the specific population need at any given time
- Attends team meetings
- Provides input to the treatment team regarding patient performance and progress
- Serves as a case manager for approximately 3-8 patients on their assigned unit
- Potential for Occupational Therapy Physical Rehab Assessments/Treatment per physician referral

Duty 3

General Summary: **Percentage:** **15**

Documentation and communication regarding patient treatment and program issues.

Individual tasks related to the duty:

- Documents daily patient attendance/participation in group progress notes
- Weekly/monthly notes as indicated to document progress toward treatment goals

- Treatment plan modification to demonstrate Rehabilitation Services treatment
- Complete referrals for Main Street Rehabilitation Services programs
- Communicates regularly with Activity Therapy Managers regarding program issues and needs
- Attends weekly Rehabilitation Services clinical meeting to share information with peers
- Documents in a timely and thorough manner
- Completes incident reports as necessary
- Completes documentation requirements in the electronic medical record

Duty 4

General Summary: **Percentage: 10**

Maintains safe, sanitary and therapeutic work/treatment environments

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Individual tasks related to the duty:

- Completes count sheets for use of supplies and equipment in groups/patient areas
- Monitors tools and supplies during their use and ensures that they are used appropriately and safely stored after use
- Cleans immediate work area following use; assists in maintaining/cleaning department storage areas
- Keeps inventory of equipment, supplies, hazardous materials and critical tools
- Reports any potentially unsafe conditions to supervisor and unit staff
- Maintains working knowledge of hazardous materials (leather dye, etc)
- Protects patients and employees by adhering to infection-control policies and protocols
- Ensures operation of equipment by completing preventive maintenance requirements; and calling for repairs as needed

Duty 5

General Summary: **Percentage: 10**

Miscellaneous duties.

Individual tasks related to the duty:

- Identify and request needed supplies and equipment
- Participate in the training and supervision of students
- Maintain knowledge of CFP policies and Rehabilitation Services procedures
- Participate in continuing education to maintain or improve skills (CFP annual in-service and Professional Development
- Serve as Occupational Therapy Fieldwork Site Supervisor for Level II students, per interest and need
- Units to maintain NBCOT certification)
- Provides coverage for peers in their absence
- Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses professional judgment during therapeutic groups/interactions with patients in a maximum-security psychiatric setting. Confers with treatment team members to seek input for complex situations.

17. Describe the types of decisions that require the supervisor's review.

Informs Activity Therapy Manager(s) when unable to implement programs or supervisory directives. Notifies supervisor of safety or security violations or incidents Seeks approval from Activity Therapy Manager to use new supplies or equipment that may pose a safety or security concern. Seeks approval when ordering supplies. Time off requests are submitted to the supervisor in a timely fashion.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, sitting, balancing, reaching, lift a minimum of 20#, walking, pulling a cart, carrying supplies. May require outdoor work, noise associated with music, work with tools, transporting equipment and exposure to noxious odors. CPI training is required and may be necessary to implement physical interventions in an emergency. Work a minimum of an 8-hour shift.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management prepared.

23. What are the essential functions of this position?

Plans, conducts and supervises occupational therapy programs.

Documentation and assessment related to the provision of treatment and program activities.

Daily interaction with other hospital staff for program coordination.

Daily interaction (individual or group) with potentially dangerous CFP patients with serious mental illness.

Standing, sitting, balancing, reaching, lift a minimum of 20#, walking, pulling a cart, carrying supplies.

Ability to work outdoors, tolerate noise associated with music, work with tools, transporting equipment and exposure to noxious odors.

Ability to implement physical interventions in an emergency.

Work a minimum of an 8-hour shift.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Rehabilitation Services Department provides extensive programs in the Treatment Services Division of CFP. Occupational Therapy, Therapeutic Recreation, Music Therapy, Adult Education, Special Education, Vocational Therapy, OT Physical Rehabilitation and Pastoral Care work cooperatively to meet the individual needs of patients at the Center. The Occupational Therapist is responsible to plan and implement a diverse treatment program in conjunction with other hospital staff, as a member of the interdisciplinary treatment team to provide professional opinions, suggestions and documentation of such.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in occupational therapy.

EXPERIENCE:

Occupational Therapist 9
No specific type or amount is required.

Occupational Therapist 10
One year of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist 9.

Occupational Therapist P11
Two years of professional experience providing therapeutic rehabilitation or habilitation services equivalent to an Occupational Therapist, including one year equivalent to an Occupational Therapist 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- Knowledge of principles and practices of Occupational Therapy.
- Ability to assess functional skills and deficits and provide treatment appropriate to patient needs.
- Ability to communicate effectively both orally and in writing.
- Interpersonal skills to facilitate positive rapport with patient and staff.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registration as an occupational therapist by the Michigan Department of Licensing and Regulatory Affairs.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

EMILY WILLIAMS — **Appointing Authority**

5/20/2022 — **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date