

**State of Michigan
Civil Service Commission**

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

Position Code

1. OCCUPTHEA34R

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-HAWTHORN CTR NORTHVILLE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospitals
4. Civil Service Position Code Description OCCUPATIONAL THERAPIST-E	10. Division WRPH
5. Working Title (What the agency calls the position) Occupational Therapist	11. Section Child and Adolescent Services
6. Name and Position Code Description of Direct Supervisor CAUDELL, PEGGY; ACTIVITIES THERAPY MANAGER-2	12. Unit Psychology
7. Name and Position Code Description of Second Level Supervisor SOLKY, MARY C; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / M-F 8:00 am - 4:30 pm and 1 weekend a month

14. General Summary of Function/Purpose of Position

Occupational therapists assess functional, self-care, developmental, and sensory skills/abilities of patients. Occupational therapist additionally develops and implements treatment plans to address identified deficits individually and within a multidisciplinary treatment team. Occupational therapists develop and maintain a sensory environment to implement in therapeutic programs. The occupational therapist works as part of a treatment team and will provide group therapy in addition to individual therapy.

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

Assessment of the functional skills of patients

Individual tasks related to the duty:

- Upon receipt of a physician's order, effects individual assessment using observation of task performance, standardized tests and interview
- Writes a formal occupational therapy assessment
- Confers with treatment team regarding the needs of patients
- Determines and reviews occupational therapy treatment goals based on assessment
- Recommends specific occupational therapies based on assessment
- Attends team meetings
- Provides input to the treatment team regarding patient performance and progress

Duty 2

General Summary:

Percentage: 15

Provides occupational therapies to patients

Individual tasks related to the duty:

- Plans and implements occupational therapies for patients
- Schedules occupational therapies in cooperation with the treatment team
- Identifies and requests supplies and equipment which are necessary for treatment
- Instructs and trains patients in activities to address their identified needs
- Instructs and trains treatment team members in activities to address patients' identified needs
- Maintains treatment environments (e.g., Comfort Rooms, Sensory Gyms, etc.) and equipment
- Participates in performance improvement activities as assigned

Duty 3

General Summary:

Percentage: 15

Documentation and communication

Individual tasks related to the duty:

- Formally documents assessments
- Formally documents treatment goals
- Formally documents the focus, intervention and response to each intervention
- Formally documents weekly and monthly progress toward treatment goals
- Treatment plan modification as needed
- Communicates regularly with assigned supervisor
- Documents in a timely and clinically pertinent manner
- Completes incident reports as necessary

Duty 4

General Summary:**Percentage: 10**

Maintains safe, sanitary and therapeutic work/treatment environments

Individual tasks related to the duty:

- Keeps inventory of supplies and equipment
- Monitors tools and supplies during their use and ensures that they are used appropriately and safely
- Cleans and stores equipment after use
- Cleans immediate work after use

Duty 5**General Summary:****Percentage: 10**

Other duties as assigned.

Individual tasks related to the duty:

- Performance Improvement
- Teaching

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

After assessing a patient and conferring with the treatment team, an occupational therapist makes decisions about what occupational therapies would be appropriate for a patient and how to implement said therapies.

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

- Informs supervisor when unable to implement treatments or supervisory directives.
- Notifies supervisor when treatments are not effective or become contraindicated.
- Notifies supervisor of safety or security concerns.
- Seeks approval from supervisor to use new supplies or equipment that may pose a safety concern.

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.

- Walking, standing, sitting, balancing, reaching, lifting up to 20 lbs
- Possible exposure to noise from work with tools
- Possible exposure to noxious odors when crafting
- Safety Care training is required

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Yes

23. What are the essential functions of this position?

- Conducts occupational therapy assessments
- Develops occupational therapy goals and treatments
- Documentation related to assessments, treatments and progress
- Communication with other hospital staff for coordination

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

The General Summary was changed and Supervision.

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

The Occupational Therapist's function is to assess patients, and plan and implement diverse treatments in conjunction with other hospital staff.

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:

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

Knowledge of principles and practices of occupational therapy.

Knowledge of activities used for therapeutic treatment of mentally ill or physically disabled persons.

Skill in the use of mechanical equipment and machines such as saws, drills, lathes, sewing machines, looms and hand tools, as needed.

Ability to gain the cooperation of patients.

Ability to provide instruction and evaluate progress in selected tasks of self-care, work, and play in order to restore, reinforce and enhance performance, to diminish or correct pathology, and to promote and maintain health.

Ability to devise work projects from available materials.

Ability to work with professional and other personnel in the area of the work being performed.

Ability to make minor repairs and adjustments to machines and equipment, as needed.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NBCOT Certification Licensure by the State of Michigan Board of Occupational Therapy

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.

FELISHIA WILLIAMS

Appointing Authority

9/9/2024

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